

AGENDA

BOARD OF MAYOR AND ALDERMEN

March 20, 2007

**7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Kate Benway, Marketing and Retention Specialist, submitting draft recommendations on the launch and implementation of a comprehensive economic development marketing initiative and seeking the Board's concurrence on the first phase.

CONSENT AGENDA

4. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Accept BMA Minutes

- A. Minutes of meetings of the Board of Mayor and Aldermen held on November 14, 2006 (two meetings); November 28, 2006 (two meetings); December 5, 2006 (two meetings) and December 19, 2006 (two meetings).
(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)

Ratify and Confirm Poll Conducted

- B. On March 8, 2007 setting the polling hours for the Special Election in Ward 2 to be held on April 24th from 11 AM until 7 PM.
(Aldermen Roy, Long, Duval, Osborne, Pinard, Shea, Garrity, Smith, Lopez and O'Neil voted yea; Aldermen Gatsas, DeVries and Thibault were unavailable.)

Informational – to be Received and Filed

- C. Minutes of the MTA Commission meeting held on January 30, 2007 and the Financial and Ridership Reports for the month of January 2007.
- D. Communication from Former Mayors Dupuis and Wieczorek congratulating the City and MCTV on 15 years of providing education and government programming for the residents in the City of Manchester.
- E. Communication from Robert MacKenzie, Interim Director of Economic Development, submitting a response to questions raised by the Board relative to Jac Pac revenues.
- F. Communication from Robert MacKenzie, Director of Planning, submitting a draft of a series nine issue papers dealing with the environment, community development, the economy, infrastructure and transportation on behalf of a sub-committee preparing a new Master Plan for the City.

REPORTS OF COMMITTEES

**COMMITTEE ON ACCOUNTS, ENROLLMENT
AND REVENUE ADMINISTRATION**

- G. Advising that it has accepted the Management Letter responses submitted by Kevin M. Buckley, Independent City Auditor and recommends that the Board direct Mr. Buckley to draft a revised/updated Travel Policy for BMA consideration.

(Aldermen Pinard, Smith and Long voted yea; Aldermen Thibault and DeVries were absent.)

COMMITTEE ON ADMINISTRATION/INFORMATION SYTEMS

- H. Recommending that Ordinance:

“Amending Sections 33.025 and 33.026 (License Enforcement Inspector) of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Unanimous vote)

- I. Recommending that if it is the Mayor's intent to fill the position of Web Administrator within the Information Systems Department, the position be released so that the department may begin the recruiting process.
(Aldermen Lopez, Smith, Forest and DeVries voted yea; Alderman O'Neil was absent.)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

- J. Recommending that a request to re-organize the Health Department complement reinstating the Deputy Public Health Director and Public Health Preparedness Administrator positions, eliminating two Public Health Administrator positions, and providing for promotion, hiring and fund movement of other staff be approved, and for such purpose Ordinance:

"Amending Sections 33.024, 33.025 & 33.026 (Deputy Public Health Director and Public Health Preparedness Administrator) of the Code of Ordinances of the City of Manchester."

is submitted with the recommendation to refer same to the Committee on Bills on Second Reading for technical review.

(Aldermen Garrity, Pinard and Duval voted in favor. Alderman Gatsas was opposed. Alderman Shea was absent.)

- K. Recommending that a request for two new Parking Control Officer positions (one full-time and one part-time) in the Parking Division be approved.

(Unanimous vote with exception of Alderman Shea who was absent.)

COMMITTEE ON JOINT SCHOOL BUILDINGS

- L. Advising that it has accepted the monthly report for March 2007 as submitted by DMJM, and is forwarding same to the Board for informational purposes.

(School Committee Members Beaudry and Gelinas and Aldermen Thibault, Roy and Long voted yea; School Committee Member Herbert was absent.)

- M. Advising that it has reviewed the Solicitor's report on appropriate use of the School Facilities Improvement Project contingency fund for specific projects and authorized the completion of the Beech Street School lighting project; the relocation of Southside Jr. High School hallway lockers; and the painting and drywall projects at the Wilson Street School.

(School Committee Members Beaudry and Gelinas and Aldermen Thibault, Roy and Long voted yea; School Committee Member Herbert was absent.)

- N. Advising that it has requested that the School Board include the roof repairs to Hallsville School in the School Budget Proposal to be submitted to the Mayor.

(School Committee Members Beaudry and Gelinas and Aldermen Thibault, Roy and Long voted yea; School Committee Member Herbert was absent.)

SPECIAL COMMITTEE ON SOLID WASTE ACTIVITIES

- O. Advising that it is opposed to the three current NH House Bills that are recommending a solid waste surcharge to be placed on all material that is either placed in landfills or incinerated within the state and requests that the Board of Mayor and Aldermen forward a letter in opposition to such House Bills to the State Legislature.

(Aldermen Roy, Lopez and Osborne voted yea; Aldermen O'Neil and Forest were absent.)

- P. Requesting that the School Department provide the Committee with an update of the recycling program within the schools as well as a detailed report of all solid waste expenses for the District for presentation at the next committee meeting.

(Aldermen Roy, Lopez and Osborne voted yea; Aldermen O'Neil and Forest were absent.)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

5. Ordinance to be submitted by City Clerk and City Solicitor regarding Central Business Service District Advisory Board.
6. Nominations to be presented by Mayor Guínta, if available.
7. Communication from Alderman Forest submitting the nomination of Carol Williams to succeed herself as a member of the Manchester Transit Authority Commission, term to expire May, 2012.
- Ladies and Gentlemen, what is your pleasure?**

8. Confirmation of the nomination of Mark Hobson to succeed Linda Capuchino as a member of the Personnel Appeals Board, term to expire March, 2010.
A motion is in order to confirm the nomination as presented.
9. Confirmation of the nomination of William Bevelacqua to succeed William Trombley (resignation) as an alternate member of the Board of Adjustment, term to expire March, 2010.
A motion is in order to confirm the nomination as presented.
10. Confirmation of the nomination of Jay Minkarah as Economic Development Director for the City of Manchester.
A motion is in order to confirm the nomination as presented.
11. Report(s) of the Committee on Community Improvement, if available.
Ladies and Gentlemen, what is your pleasure?
12. Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
13. Mayor Guinta calls the meeting back to order.

OTHER BUSINESS

14. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
15. State Legislative Update to be presented by Mayor Guinta, if available.

16. Ordinance to be submitted under separate cover relative to the Wellington Hill area properties pursuant to previous action of the Board.
(A motion is in order to read by title only.)

“Authorizing the Mayor to dispose of certain tax deeded parcels of land located in the so-called Wellington Hill area.”

(Note: Ordinance may be referred to the Committee on Bills on Second Reading with reports to be made at a later date or the Board may choose to suspend the rules and place the Ordinance on its final reading at this time without referrals to Committees.)

Ladies and Gentlemen, what is your pleasure?

17. Communication from Alderman Garrity advising of his opposition to the potential sale of property located at 132 Titus Avenue by the Moore Center Services, Inc.

Ladies and Gentlemen, what is your pleasure?

18. Communication from Carol Johnson, Deputy City Clerk, requesting the Board establish polling hours for the Special General Election to be held in Ward 2 on Tuesday, May 29, 2007 from 11 AM until 7 PM.

Ladies and Gentlemen, what is your pleasure?

19. Communication from Tim Soucy, Public Health Director, seeking the Board’s approval that the City enter into a Logistics Trailer Agreement with the State of New Hampshire, Department of Safety.

If the Board so desires, a motion is in order that the Logistics Trailer Agreement be approved, subject to the review and approval of the City Solicitor.

20. Communication from Virginia Lamberton, Human Resources Director, requesting transfer of funds in the amount of \$9,000 from contingency to Human Resources to cover shorts in the unemployment line item.

Ladies and Gentlemen, what is your pleasure?

21. Purchase and Sales Agreement for proposed parcel located at Bass Island known as Tax Map TPK3, Lot 61 to be submitted by Planning Director, if available.

Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

22. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

23. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

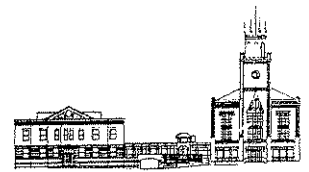
24. **NEW BUSINESS**

- a) Communications
- b) Aldermen

25. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER
Manchester Economic Development Office



March 8, 2007

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Members of the Board:

As completion of the first phase of the economic development marketing program nears, Kate Benway from the economic development office (MEDO) would like to make a presentation to the Board of Mayor and Aldermen on Tuesday, March 20. At that meeting, Kate will present draft recommendations on the launch and implementation of a comprehensive economic development marketing initiative and will seek your concurrence on this first phase before executing the second phase. The marketing consultant will be available to answer questions as well.

Attached please find a summary of the project thus far as well as an outline of deliverables over the course of the next several months. Should you have any preliminary questions, please don't hesitate to contact myself or Kate Benway.

Sincerely,

Robert MacKenzie
Interim Economic Development Director

Cc: Mayor Frank Guinta

Summary of the Economic Development Marketing Initiative

History

When the City commissioned Angelou Economics to provide an analysis of and recommendations regarding the City's economic development efforts, Angelou delivered a three-volume report outlining areas of opportunity for Manchester's growth. Among key areas was marketing; that is, the creation of a focused marketing program that would attract new business, relocating business, investment and economic development to the City.

Angelou recommended the City create and launch an external marketing program that targets specific industries for relocation or start-up in Manchester (business and financial services, software and IT services, defense and advanced security, aviation and life sciences and medical technology).

The BMA accepted and approved Angelou's report and, armed with these directives, the MEDO office set out to design, create, implement and execute a targeted economic development marketing campaign. In August, Kate Benway joined the department and was tasked with leading the economic development marketing initiative.

Ultimately, the goal of the marketing effort is the expansion of the City's tax base and the smart, focused growth of the City and its economic health. Our marketing effort will target site selectors, relocating professionals, entrepreneurs, corporate realtors, developers and investors. The results include the relocation of businesses to Manchester, the attraction of entrepreneurs or start-up businesses and increased investment in our City's economy.

Funding

In April 2006, MEDO was awarded a \$25,000 grant by the State Department of Resources and Economic Development (DRED). Those grant dollars were matched by \$15,000 from the Manchester Development Corporation (MDC) and \$15,000 from the City.

In total, MEDO has \$55,000 with which to build the infrastructure of an economic development marketing program, produce specified marketing materials and execute the marketing campaign. Specifically, the DRED grant stipulates MEDO staff must produce the following deliverables by June 30, 2007:

- Stand-alone economic development Web site
- Tradeshow Booth
- New collateral materials (ie: brochures or other printed marketing materials)
- Direct mail campaign (sent to targeted industries)
- Advertising

In September, the marketing firm of Tracey/Edwards/O'Neil was retained to complement and supplement the work of the MEDO staff. Additionally, SilverTech was recently hired to develop the stand-alone economic development Web site. The most cost-effective partnership has been formed in order to deliver high-quality marketing for the City.

Phase I: Developing a Brand Identity

The first phase of the project included one-on-one meetings with Mayor Guinta and each Alderman, as well as roundtable discussions with community and business leaders. The topic of these meetings and discussions was marketing – specifically, to gather input with which to develop MEDO's key marketing messages.

The presentation at the March 20 BMA meeting represents the products of Phase I:

- Key marketing messages MEDO will use within the marketing campaign to raise Manchester's visibility as a place to invest, grow and do business; and
- A logo, tagline and other creative visual components to be used in the marketing campaign.

With these components – known as the brand identity – in place, MEDO staff will build and launch a comprehensive marketing campaign.

Board Action

At the March 20 Board of Mayor and Aldermen meeting, members of the Board will be briefed on the results of Phase I. BMA concurrence will empower MEDO staff to move into Phase II of the marketing project.

Phase II: Building and Launching the Marketing Campaign

The second phase of the project encompasses the launch of the marketing campaign, including the creation of the deliverables bulleted above (stand-alone economic development Web site, tradeshow booth, new collateral materials, direct mail campaign and advertising). Phase II must be completed by June 30, 2007, per the deadlines associated with the DRED grant. This is certainly an aggressive timeline, but with the concurrence of the Board of Mayor and Aldermen on Phase I, staff is confident that a high-quality marketing effort can be launched successfully within the timeframe. MEDO staff will provide regular updates to the Board of Mayor and Aldermen on the components of Phase II as they are produced.

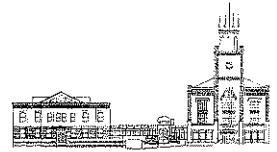
Continued Marketing

With a solid infrastructure built, the City's economic development marketing efforts are poised to grow in the coming years. Plans for Year 2 of the marketing initiative have been outlined by staff, leveraging the work completed this year in Phases I and II. As with any marketing effort, frequency and consistency are key to delivering results and MEDO staff have planned for a steady marketing effort.



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: Carol A. Johnson
Deputy City Clerk

Date: March 13, 2007

Re: Minutes of meetings

Enclosed for your review and consideration at the March 20 meeting of the Board are minutes of meetings as follows:

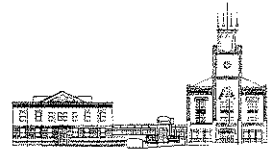
November 14, 2006 (two meetings)
November 28, 2006 (two meetings)
December 5, 2006 (two meetings)
December 19, 2006 (two meetings)

A



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: Carol A. Johnson
Deputy City Clerk

Date: March 8, 2007

Re: Polling hours for special election in Ward 2
(Poll of Board)

To meet deadlines of posting requirements I am polling the Board for approval of setting the polling hours for the Special Election in Ward 2 to be held on April 24th. For special elections of this nature the polls have typically be open from 11:00 AM to 7:00 PM. I am requesting the Board to set those hours.

The Special Election for a State Representative for Ward 2 has been approved by Governor and Council. The earliest possible dates for the election have been set. The filing period will run from March 12th through March 19th. Filings can be done in the City Clerk's office on March 12 and 13. After that date any filings for office will have to be done in Concord, at the Secretary of State's office.

A special election will be held on April 24th. If there is no primary this date will serve as the general election. If there is more than one filing in any party this date will serve as the primary and the general election will be held on May 29th.

W 1 Yes W 5 yes W 10 yes
W 2 LM W 6 yes W 11 unavailable
W 3 yes W 7 yes W 12 YES
W 4 yes W 8 LM O'Neill YES
W 9 yes Lopez YES

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR
PETER ESCALERA, VICE CHAIR
JOSEPH DESELLE
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

February 28, 2007

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, February 27, 2007. Enclosed are the approved Minutes of the January 30, 2007 Commission Meeting, January 2007 Financial Report, and January 2007 Ridership Report.

The next scheduled Commission Meeting will be Tuesday, March 27, 2007 at 5:00 PM.

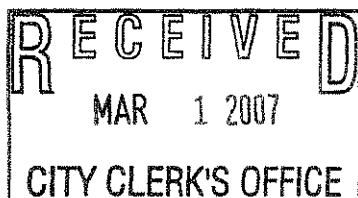
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures



MANCHESTER TRANSIT AUTHORITY

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR
JOSEPH DESELLE, VICE CHAIR
PETER ESCALERA
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

January 30, 2007 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
Vice Chairman Joseph J. Deselle
Commissioner Peter Escalera
Commissioner Maureen A. Nagle
Commissioner Carol Williams

PERSONNEL PRESENT:

David Smith, Executive Director
Karyn Bennett, Assistant Executive Director
William J. Cantwell, Supt. of Administration
John Huber, Operations Planning Manager
Paul Beauregard, Shop Manager

1. a. Chairman TRISCIANI called the meeting to order at 5:00 PM.
- b. Approve Minutes of January 3, 2007 Commission Meeting. NAGLE made a motion to approve the Minutes of the January 3, 2007 Commission Meeting.
Seconded by DESELLE. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. Financial Report for December 2006. DESELLE made a motion to approve the Financial Report for December 2006. Seconded by NAGLE.
Transit Operation: CANTWELL reported revenues were \$309,016; \$32,042 (11.57%) more than budget. Farebox, tickets, and shuttle revenues were \$2,793 (9.11%) less than budget. Farebox income averaged \$850 per service day. The most significant variances this month in revenues were federal operating subsidy for eligible expenses and payment of retroactive wages due to settlement of the

9

Collective Bargaining Agreement (CBA). Expenses for the month were \$360,149; \$37,943 (11.78%) more than budget. The significant variances were labor and fringe benefits. Retroactive wages of \$21,800 were paid to Union full-time employees and he adjusted the earned time benefits for vacations and holidays.

School Operation: CANTWELL reported revenues were \$196,468; \$16,329 (7.67%) less than budget. School charters were behind budget by \$4,034. Expenses were \$234,042; \$707 (0.30%) less than budget. The significant variance for the month was in operator wages due to retroactive payment of \$12,126 in wages.

TRISCIANI commented the overtime between school and transit is almost \$20,000. He feels there is no reason to pay overtime now that we have four dispatchers. CANTWELL replied \$20,000 is overtime for the month for all of the divisions. During September and October we did not have the fourth dispatcher and incurred \$5,000 in overtime year-to-date in the Transportation Administration Overtime Wages.

SMITH explained the school operations' negative \$37,000 mostly reflects the retroactive wage payments. Historically, we sustain a negative number until the last few months of the school year when we make it up in charter work.

The check register was reviewed. No questions from the Board.

Accounts Receivable was reviewed. TRISCIANI asked about NH Employment Securities' unpaid invoices. CANTWELL replied we are receiving about \$2,000 to \$3,000 each month. TRISCIANI questioned the outstanding invoices since October 2006. CANTWELL said he received a check from the School District

yesterday but it has not been processed. He feels some of those outstanding invoices will be paid through that check.

All Commissioners in favor of approving December 2006 Financial Report.

b. **Operations Reports for December 2006.**

Transit-School Report:

Transit: BENNETT reported on January 1st we started to use Elliot Occupational Health Services for our drug/alcohol testing and DOT physicals. They have been great to work with and very accommodating. BENNETT said during the month she purchased an on-call phone that is being shared between SMITH, HUBER, Street Supervisor Bill Rogers, and herself on a weekly rotation basis for on-call duty. It proved to be very effective this past weekend when the Fire Department called to provide a bus for shelter while handling a water main break. We participated in the Fifth Annual Seniors Christmas Light Tour hosted by the Manchester Police Department on December 14th and carried 211 senior citizens. On December 19th she and HUBER met with the Committee in charge of the Senior Transportation Project. She explained Easter Seals has a grant to help get senior citizens out into the community. They are working on getting senior citizens to the William B. Cashin Senior Center by public transportation. STS is providing monthly specified rides to the Center.

School: BENNETT reported MTA staff and drivers appeared before the Manchester School Board during the month of December to advocate the purchase of onboard camera surveillance. The School Board gave their approval and specifications have been written up. The CBA went into effect January 1st and she held a meeting for the school bus operators to go over the changes in the

contract that affected them. ESCALERA asked which buses the digital cameras would be mounted on. BENNETT said decisions would be made based on routes that have problems. The new school buses we order will be equipped with cameras. BENNETT said maintenance staff would be trained on installation. ESCALERA said at the last meeting there was concern about Elliot Occupational Health Services proposing \$250 for after-hours drug/alcohol testing and wanted to know the outcome. SMITH stated since our last meeting the Elliot will be utilizing another vendor and the contract between MTA and Elliot states post-accident after-hours costs will be \$200 plus fees for the five panel drug screening or alcohol testing.

Transit Statistics Ridership Report: HUBER reported transit ridership last month was 38,125 passengers; an 8.81% increase from same month last year. Paratransit ridership was 864 passengers, down 4.32% from same month last year. Total transit and paratransit revenue miles were 50,514. There were 18 missed trips due to bad weather and holiday traffic on So. Willow Street and along Route 3 in Bedford. Fifty-two trips were sampled and 51 trips ran on time. Total school miles were 53,886 and we transported 94,107 students. There were four customer complaints for school and six for transit during the month.

Maintenance Report: BEAUREGARD reported they were short handed one mechanic and one utility person during the month. He also had people out sick and on vacation, but they were able to get everything done. Thirteen transit inspections were scheduled and 12 were completed, 3 E&H vans were scheduled for inspection and 2 were completed, 21 school buses were scheduled for inspection and 32 were done, and only did one repair order for the City. There

were 2 transit road calls and no buses were towed. They incurred 28 hours of overtime because of manpower shortage. There were no on-the-job injuries.

NEW BUSINESS

3. a. **Award IFB 07-02 – Four (4) 77-81 Passenger School Buses.** SMITH explained we received 3 bids for IFB 07-02. The low bid was from O'Connor Bus Sales in Portland, ME for a Blue Bird Vision bus for \$68,819 each; Cressey & Son in Kennebunk, ME was \$69,793 for a Thomas bus, and DATTCO Sales & Service in Randolph, MA was \$74,357 per bus. All three are compliant with the specifications and he recommended awarding the bid to O'Connor Bus Sales. BEAUREGARD said O'Connor brought a bus to the MTA and it looked good. DESELLE made a motion to award IFB 07-02 to O'Connor Bus Sales for a total contract price of \$275,276.00. Seconded by NAGLE. All Commissioners in favor.
- b. **Award RFP 07-03 – Mobile Digital Video System for School Buses.** BENNETT reported we received 13 mobile digital video system proposals with prices ranging from \$41,000 to \$99,000 for the full camera system. After reviewing all proposals, staff decided Safety Vision was the best proposal, although not the lowest. She wrote to five companies using Safety Vision's equipment and all are pleased with their product and services. TRISCIANI asked what cameras are on the transit buses. BENNETT replied those cameras were purchased from Radio Engineering, Inc (REI). BENNETT spoke with a company that utilizes both REI and Safety Vision camera systems and they prefer Safety Vision's product. TRISCIANI asked if O'Connor Bus Sales would handle these cameras: SMITH said after the Board makes a decision, he would contact

O'Connor and see if they have a relationship with Safety Vision. If they don't, SMITH recommended adding four additional cameras to Safety Vision's award and we will install the units in-house. WILLIAMS made a motion to award Safety Vision RFP 07-03 for the purchase of twenty camera systems for \$55,390. Seconded by NAGLE. All Commissioners in favor.

c. **Nominations for Commission Chairman and Vice Chairman for 2007.**

DESELLE nominated TRISCIANI to serve as Chairman. With no further nominations, DESELLE made a motion for TRISCIANI to serve as Chairman. Seconded by NAGLE. All Commissioners in favor. NAGLE nominated ESCALERA to serve as Vice Chairman. ESCALERA nominated DESELLE to serve as Vice Chairman. With no further nominations, a vote was taken. TRISCIANI, NAGLE, and WILLIAMS voted yea, DESELLE voted nea, for ESCALERA to serve as Vice Chairman. TRISCIANI announced ESCALERA would serve as Vice Chairman for 2007. Board members and staff commended DESELLE for serving his term as Vice Chairman.

OLD BUSINESS

4. a. **Sale/Donation of Van #2003.** SMITH reported bids were advertised twice for the sale of one paratransit van and no bids were received. He said that last month the CIP office indicated they would like to have the van available this summer to transport kids who will be cleaning up City blocks. He contacted the CIP office to see if they were still interested in taking the van, but has not received a response. SMITH recommended donating the van to the Manchester Boys & Girls Club. NAGLE made a motion based on SMITH's recommendation.

Seconded by DESELLE. All Commissioners in favor. NAGLE recommended a press release be sent to the Union Leader.

- b. **Status – Comprehensive Operations Analysis (COA).** SMITH passed out an analysis of the COA and explained last month they worked with the drivers committee on schedules, analyzed route changes, and discussed the COA recommendations and running times. They still have to make a decision about Saturday service since it differs from weekday service. They need to determine interlines for the routes so that routes coming into town from the north go south and coming from the south go north. SMITH talked about the blocking illustration for the route combinations and how they flow from one route to another and enable them to get to the point a driver assignment can be done. They need to do this for the budget to calculate how many people it will require to do the work. He believes it is going to add 1 driver to the roster and may require more overtime because the hours added more than 1 driver, but not worth adding 2 drivers. During the driver committee meetings they discussed operating the DW Highway/River Road service to Southern NH University (SNHU) differently than the COA recommendation. The drivers thought it was feasible to create two half hour runs, one half hour run would travel directly to SNHU and back onto Elm, and the other half hour run would travel directly to Northside Plaza and back. The same can be done with the VA Hospital service. It will travel directly to the Veterans Hospital and back onto Elm, then directly to Dartmouth Hitchcock Clinic and back. Bridge Street will be the Dartmouth Clinic routing and Prospect Street will be the VA Hospital routing. By creating half hour break opportunities, rather than just every hour, they are able to cut runs that are 7.5 hours long.

SMITH said the problem they face with Saturday service is that they don't want to confuse passengers with the route interlines between weekday and Saturday service. He explained there are a couple of routes that don't operate on Saturday; Front Street and Lake/Hanover routes. The weekday rotation they came up with works well on Saturday because the Front St. is interlined with the Goffs Falls only and we don't operate the Front Street on Saturday. HUBER said more buses would be going to the Mall of NH on Saturday because the Goffs Falls will not be doing the loop around the back of the airport; it will be heading to the Mall of NH. TRISCIANI asked if that bus would be traveling on the highway on Saturdays. HUBER affirmed. SMITH said most of the ridership on Saturday is south of Interstate 2-93 on Brown Avenue. The bus will go into the airport, then exit the airport and travel along Goffs Falls Road to the Mall of NH and return inbound on the highway. TRISCIANI reminded SMITH to seek subsidy for the buses going into Goffstown. There was discussion on where to hold the public hearing with the consensus being at a centralized location.

- c. **FY 2008 Subsidy.** SMITH explained since he did not receive a request for our budget, he contacted the City's Finance Office last week inquiring about this years' budget process. He was informed by the Finance Officer that the Mayor met with all City Department Heads in December to go over the budget process. SMITH immediately turned in the budget that was reviewed by the Board last month adding in consideration of the COA's impact. The total proposed transit expenditure presented was \$4,034,532. The calculation of the City's support is \$1,176,714; a net increase of \$76,714, or 6.97% from the amount granted in FY 2007. He explained the City's contribution is 29% of total expenses after

consideration of operating revenues, Bedford and State of New Hampshire contributions, and FTA support of 50%/50% operating, 80%/20% ADA paratransit, and 80%/20% preventative maintenance. StepSaver can now be funded 80%/20% because of the change the Board made last year as permitted by the SAFETEA-LU Act. Preventative maintenance in recent years has been funded 80%/20%. The COA is adding one person and more hours of service. Presently, weekday hours of service are 134 hours and that will go up to 145 hours; 9.5 hours additional for weekday service and 4 hours on Saturday. That accounts for about 2.5% of the 6.97% increase. Health insurance goes down because we have changed plans from POS to HMO and the rates are going up 7% next year but the makeup of our participation is changing from family to 2-person plans. Fuel goes up significantly; CANTWELL budgeted \$2.25/gallon versus \$2.00 this year. He is predicting a decrease in the public liability insurance. SMITH recommended the Board adopt the preliminary budget of \$4,034,000 with a request to the City of \$1,176,714 for local share. SMITH reminded the Board the COA's increase may cost more. WILLIAMS made a motion to adopt the preliminary budget of \$4,034,000. Seconded by DESELLE. All Commissioners in favor.

OTHER BUSINESS

5. a. **Commissioner Maureen Nagle and Governor Lynch.** NAGLE said the Governor invited twelve State Representatives to a meeting and she was afforded the opportunity to discuss education and public transportation. She indicated the Governor was very receptive to their conversation. During the month she also attended a "Making it Happen" meeting at SNHU and discussion about

transportation was brought up again. She talked about students and their parents needing transportation. Several people questioned why the MTA doesn't run after 6:00 PM. She said every chance she gets she tries to promote the MTA. She was impressed with the way Governor Lynch responded and the fact that he agreed as other people around the table agreed that public transportation in this State needs greater visibility and support. She has been assigned to the Transportation Committee and they will do the best they can to support public transportation in the State.

- b. **Gillig Buses/Wheelchair Ramp:** WILLIAMS discussed the difficulty accessing a wheelchair into the seating area of the new Gillig buses because of the positioning of the tie downs and asked if any corrections have been made. SMITH said they have yet to come up with a solution. WILLIAMS asked if they talked to other transportation carriers. SMITH used the First Transit "bulletin board" to make inquiries to carriers with 30' Gillig buses and no one seems to have identified the same problem. SMITH said one way to correct the problem would be to replace a row of seats and reposition these seats facing the aisle and replace the tie down bar. BEAUREGARD said that could cost about \$5,000 per bus. WILLIAMS said it's the bar that is difficult to maneuver around. SMITH said they might have to replace the bar with moveable tie downs that mount somewhere when not in use. She and others in the disabled community won't ride on those buses if the problem cannot be fixed.
- c. **RFP for Transportation Services:** SMITH said the Manchester School District (MSD) issued a request for proposal for transportation services for students with specialized needs, except for the 4 special needs buses in our contract. He said

this is the first time they have gone out for bid for this service. They have 47 vehicles which includes 1 mid size bus (22-25 passenger bus), mini buses, and vans. They are presently using several contractors to do this service including STS, Provider, and SPNR. They are soliciting bids and will accept bids for all or some of the work. Staff has gone through the proposal and will attend the prebid meeting next week. The bids are due February 15th. SMITH said most of those 47 buses have a requirement for a driver and a monitor. He explained we have 9 small buses that were once used to their capacity for this type of service and gradually over time our service was curtailed and we are down to 4 special needs runs. If we can get more service under contract with MSD that makes better use of those 5 remaining buses; he feels it may be worth bidding. These specialized runs also require two people per bus (driver and monitor). SMITH said he would go to the prebid meeting next week and decide whether to prepare a proposal.

- d. **Date for Next Meeting.** Tuesday, February 27, 2007.

With no further business to come before the Board, ESCALERA made a motion to adjourn the meeting at 6:40 PM. Seconded by NAGLE. All Commissioners in favor.



Transit

January 2007

Q

Manchester Transit Authority
Income Statement Transit
For the Seven Months Ending January 31, 2007

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>YTD Net Change</u>
Farebox Revenue					
Farebox Revenue	\$16,761.14	\$16,568.00	\$135,816.63	\$124,260.00	\$11,556.63
Adult Fares	2,881.50	2,300.00	14,645.50	16,100.00	(1,454.50)
Adult Monthly Fares	2,398.00	2,300.00	17,027.00	16,100.00	927.00
Senior Citizens Fares	920.00	1,000.00	5,895.00	7,000.00	(1,105.00)
Senior Citizen Monthly Fare	1,258.00	1,250.00	7,266.50	8,750.00	(1,483.50)
Disabled Rider Fare	1,892.05	1,750.00	12,173.04	12,250.00	(76.96)
Student Fares	615.00	100.00	4,877.50	700.00	4,177.50
Total Farebox and Tickets	26,725.69	25,268.00	197,701.17	185,160.00	12,541.17
Shuttle and Excursions					
Shopping Shuttle	1,260.00	1,260.00	8,940.00	8,820.00	120.00
Excursion Revenue	(15.00)		3,105.00	2,880.00	225.00
Total Shuttle and Excursions	1,245.00	1,260.00	12,045.00	11,700.00	345.00
Other Revenue					
Sale of Fuel to City Departments	32,136.15	25,625.00	225,158.11	179,375.00	45,783.11
Sale of Maintenance Service to City	1,109.18	2,000.00	11,398.98	14,000.00	(2,601.02)
Advertising Revenue-Bus	6,841.25	5,500.00	44,316.40	38,500.00	5,816.40
Rental of Inncity Terminal		800.00		5,600.00	(5,600.00)
Sale of Vehicles and Equipment			6,364.00		6,364.00
Sale of Scrap Materials			813.82		813.82
Insurance Repair Reimbursement	1,637.14		13,778.61		13,778.61
Interest Income	348.46	750.00	3,758.63	5,250.00	(1,491.37)
Photo Picture ID Revenue	10.00	25.00	134.00	175.00	(41.00)
Other Non-Transp. Revenue		25.00	0.01	191.00	(190.99)
Total Other Revenue	42,082.18	34,725.00	305,722.56	243,091.00	62,631.56
Total Operational Income	70,052.87	61,253.00	515,468.73	439,951.00	75,517.73
Operating Assistance					
City of Manchester	91,666.67	93,263.17	641,666.69	652,842.19	(11,175.50)
Town of Bedford	3,400.00	3,400.00	23,800.00	23,800.00	
State of New Hampshire			29,260.00	29,260.00	
Federal Operating Subsidy	142,264.00	124,916.67	891,245.00	874,416.69	16,828.31
Total Operating Assistance	237,330.67	221,579.84	1,585,971.69	1,580,318.88	5,652.81
Total Revenue	307,383.54	282,832.84	2,101,440.42	2,020,269.88	81,170.54
Expenses					
Labor					
Transit Operator Wages	59,657.45	56,118.00	420,525.43	396,865.00	23,660.43
Transit Operator Overtime Wages	6,199.78	8,261.00	47,836.83	58,368.00	(10,531.17)
StepSaver Operator Wages	12,289.36	11,420.00	78,998.93	80,330.00	(1,331.07)
StepSaver Operator Overtime Wages	1,626.90	2,065.00	11,122.20	14,592.00	(3,469.80)
Mechanic Wages	15,319.97	12,453.00	90,771.32	87,171.00	3,600.32
Mechanic Overtime Wages	382.88		3,402.61		3,402.61
Transp. Admin Wages	14,107.99	9,284.00	71,189.73	64,988.00	6,201.73
Transp. Admin Overtime Wages	255.95	175.00	5,835.34	1,225.00	4,610.34
Maint. Admin Wages	6,365.37	3,590.00	27,043.93	25,127.00	1,916.93
General Admin Wages	9,250.37	6,084.00	47,365.08	42,587.00	4,778.08
Gen. Admin Overtime Wages		83.00	567.41	581.00	(13.59)

Manchester Transit Authority
Income Statement Transit
For the Seven Months Ending January 31, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$125,456.02	\$109,533.00	\$804,658.81	\$771,834.00	\$32,824.81
Fringe Benefits					
Health Insurance Expense	46,256.34	56,526.00	340,040.16	376,182.00	(36,141.84)
Dental Insurance Expense	1,177.11	1,247.00	9,331.54	8,729.00	602.54
Life Insurance Expense	659.14	672.00	4,569.40	4,704.00	(134.60)
Pension Expense	2,984.00	6,370.00	38,594.00	44,590.00	(5,996.00)
FICA Expense	13,118.17	10,982.00	76,006.96	74,477.00	1,529.96
Worker's Compensation	5,141.00	4,844.00	34,623.56	32,606.00	2,017.56
Unemployment Compensation	378.00	894.00	378.00	894.00	(516.00)
Transit Operator Vacation Wages	5,323.08	3,180.00	35,657.24	36,700.00	(1,042.76)
Transit Operator Holiday Wages	7,625.18	7,540.00	31,643.14	32,045.00	(401.86)
Transit Operator Sick Wages	4,436.25	2,828.00	18,065.87	19,796.00	(1,730.13)
Mechanic Vacation Wages	1,020.52	1,341.00	11,360.34	9,387.00	1,973.34
Mechanic Holiday Wages	2,031.15	1,176.00	9,442.48	8,232.00	1,210.48
Mechanic Sick Wages		90.00	3,753.45	630.00	3,123.45
Transp. Admin Vacation Wages	1,166.81	1,188.00	8,851.37	8,316.00	535.37
Transp. Admin Holiday Wages	1,425.56	835.00	8,089.68	5,845.00	2,244.68
Transp. Admin Sick Wages	45.71	251.00	2,904.16	1,757.00	1,147.16
Maint. Admin Vacation Wages	806.00	756.00	4,633.63	5,292.00	(658.37)
Maint. Admin Holiday Wages	654.63	302.00	4,221.95	2,114.00	2,107.95
Maint. Admin Sick Wages		91.00	623.36	637.00	(13.64)
Gen Admin. Vacation Wages	898.53	708.00	6,482.87	4,956.00	1,526.87
Gen. Admin Holiday Wages	1,155.79	466.00	5,778.73	3,262.00	2,516.73
Gen. Admin Sick Wages	98.88	140.00	430.96	980.00	(549.04)
Transit Uniform Allowance	459.95	779.00	4,057.43	5,453.00	(1,395.57)
Maintenance Uniform Allowance	445.89	504.00	3,179.28	4,980.00	(1,800.72)
Tool Allowance		117.00	917.48	819.00	98.48
License Reimbursement		42.00	505.00	364.00	141.00
Burden Adjustment	(10,687.70)	(15,347.00)	(82,316.51)	(106,349.00)	24,032.49
Total Fringe Benefits	86,619.99	88,522.00	581,825.53	587,398.00	(5,572.47)
Services					
Management Consultant	11,663.06	12,375.00	82,486.02	86,625.00	(4,138.98)
Commissioner Expense		83.00	428.99	581.00	(152.01)
Auditing Expense			4,340.00	5,400.00	(1,060.00)
Legal Expense	490.60	667.00	4,541.55	4,669.00	(127.45)
Service Bureau	108.35	450.00	1,642.89	3,150.00	(1,507.11)
Security Service	48.76	83.00	788.90	581.00	207.90
Outside Advertising	120.80	417.00	6,976.33	2,919.00	4,057.33
Driver and Criminal Record			430.00		430.00
Drug & Alcohol Testing	150.00	333.00	2,770.00	2,331.00	439.00
Pre-Employment Medical	65.00	83.00	805.00	581.00	224.00
Janitorial Service and Supplies	1,160.40	658.00	4,461.07	4,606.00	(144.93)
Bank Service Charges	690.87	625.00	4,636.31	4,375.00	261.31
Total Services	14,497.84	15,774.00	114,307.06	115,818.00	(1,510.94)
Materials and Supplies					
Fuel Operations	21,565.52	18,676.00	145,408.21	131,785.00	13,623.21
Sale of Fuel to City Departments	31,338.70	25,000.00	222,154.42	175,000.00	47,154.42
Maintenance Parts	7,272.44	9,985.00	64,565.03	70,344.00	(5,778.97)
Purchase Discounts	(306.95)	(250.00)	(1,524.01)	(1,750.00)	225.99
Tires Expense	195.00	1,301.00	3,336.23	9,181.00	(5,844.77)
Oil and Grease	308.40	306.00	2,161.76	2,153.00	8.76
Maintenance Supplies	1,679.73	786.00	5,781.13	5,502.00	279.13

Manchester Transit Authority
Income Statement Transit
For the Seven Months Ending January 31, 2007

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Net Change</u>
Body Shop Supplies	\$411.61	\$443.00	(\$309.07)	\$3,101.00	(\$3,410.07)
Hazardous Materials		123.00	171.06	861.00	(689.94)
Outside Parts and Labor	50.00	42.00	350.00	294.00	56.00
Repairs-Inner City Terminal		250.00	110.00	1,750.00	(1,640.00)
Repairs-Building and Grounds	2,928.57	1,093.00	11,106.91	7,651.00	3,455.91
Repairs-Shop Equipment	994.55	197.00	1,854.38	1,379.00	475.38
Repairs-Radio Equipment		42.00		294.00	(294.00)
Repairs-Office Equipment	50.29	275.00	2,041.25	1,925.00	116.25
Office Supplies	357.44	917.00	5,683.74	6,419.00	(735.26)
Transit Schedules and Tickets		1,000.00	150.00	7,000.00	(6,850.00)
Total Materials and Supplies	66,845.30	60,186.00	463,041.04	422,889.00	40,152.04
Utilities					
Electricity	2,008.63	2,495.00	11,714.68	13,975.00	(2,260.32)
Natural Gas	2,332.45	3,165.00	4,536.82	7,910.00	(3,373.18)
Telephone	756.19	665.00	4,988.27	4,655.00	333.27
Water	155.43	152.00	1,107.25	1,064.00	43.25
Total Utilities	5,252.70	6,477.00	22,347.02	27,604.00	(5,256.98)
Insurance					
Public Liability Insurance	10,881.00	10,881.00	76,168.00	76,167.00	1.00
Other Liability	1,031.00	1,095.00	7,597.74	7,660.00	(62.26)
Total Insurance	11,912.00	11,976.00	83,765.74	83,827.00	(61.26)
Other Expenses					
Dues and Memberships	70.00	83.00	419.45	581.00	(161.55)
Tolls and Parking			125.00		125.00
Training and Meetings	36.00	292.00	2,097.40	2,044.00	53.40
Grievance Expense		38.00		266.00	(266.00)
Depreciation	36,000.00	36,000.00	252,000.00	252,000.00	
Total Other Expenses	36,106.00	36,413.00	254,641.85	254,891.00	(249.15)
Total Expenses	346,689.85	328,881.00	2,324,587.05	2,264,261.00	60,326.05
Net Income (Loss)	(39,306.31)	(46,048.16)	(223,146.63)	(243,991.12)	20,844.49



School

January 2007

Q

Manchester Transit Authority
Income Statement School
For the Seven Months Ending January 31, 2007

	<u>Current</u>	<u>Budget</u>	<u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Net Change</u>
Student Transportation					
Pupil Contract	\$156,117.03	\$163,096.00	\$1,073,214.60	\$1,141,672.00	(\$68,457.40)
Manchester Skill Center	11,251.95	14,297.00	78,075.75	65,925.00	12,150.75
Special Needs	10,587.00	12,704.00	74,109.00	84,694.00	(10,585.00)
Student Tickets		3,600.00	(131.25)	18,000.00	(18,131.25)
Total Student Transportation	177,955.98	193,697.00	1,225,268.10	1,310,291.00	(85,022.90)
School Charter					
Student Athletics	22,612.25	18,000.00	73,636.61	77,000.00	(3,363.39)
Student Fieldtrips	2,107.75	5,000.00	45,703.75	51,000.00	(5,296.25)
Total School Charters	24,720.00	23,000.00	119,340.36	128,000.00	(8,659.64)
Other Revenue					
Sale of Vehicles and Equipment			1,250.00		1,250.00
Interest Income	306.58	100.00	1,817.73	700.00	1,117.73
Other Non-Transp. Revenue	80.50		3,225.00		3,225.00
Total Other Revenue	387.08	100.00	6,292.73	700.00	5,592.73
Total Operational Income	203,063.06	216,797.00	1,350,901.19	1,438,991.00	(88,089.81)
Expenses					
Labor					
School Operator Wages	90,620.25	102,891.00	454,620.47	513,665.00	(59,044.53)
School Operator Overtime Wages	5,337.97	3,193.00	26,060.38	15,543.00	10,517.38
Transit Operator Wages	204.29	802.00	732.73	3,652.00	(2,919.27)
Transit Operator Overtime Wages	51.54		382.96		382.96
Mechanic Wages	6,927.89	8,654.00	52,544.46	60,578.00	(8,033.54)
Transp. Admin Wages	10,315.08	8,942.00	53,440.20	62,596.00	(9,155.80)
Transp. Admin Overtime Wages	283.44	407.00	2,474.88	2,849.00	(374.12)
Maint. Admin Wages	5,076.41	3,071.00	21,889.27	21,497.00	392.27
General Admin Wages	6,039.43	4,634.00	28,529.24	32,437.00	(3,907.76)
Gen. Admin Overtime Wages		53.00	105.30	371.00	(265.70)
Payroll Transaction			245.55		245.55
Total Labor	124,856.30	132,647.00	641,025.44	713,188.00	(72,162.56)
Fringe Benefits					
Health Insurance Expense	844.22		1,659.16		1,659.16
Dental Insurance Expense	(176.25)		296.03		296.03
FICA Expense	8,589.40	10,202.00	44,439.20	52,303.00	(7,863.80)
Worker's Compensation	2,758.00	4,525.00	24,107.44	21,962.00	2,145.44
School Operator Vacation Wages			7,047.00	6,002.00	1,045.00
School Operator Holiday Wages	5,423.54	4,280.00	13,075.90	21,401.00	(8,325.10)
School Uniform Allowance	265.79	342.00	188.04	2,394.00	(2,205.96)
Maintenance Uniform Allowance			50.00		50.00
Tool Allowance			381.50		381.50
License Reimbursement	160.00	167.00	835.00	1,169.00	(334.00)
Burden Adjustment	10,687.70	15,348.00	82,316.51	106,356.00	(24,039.49)
Total Fringe Benefits	28,552.40	34,864.00	174,395.78	211,587.00	(37,191.22)
Services					
Management Consultant	11,663.06	12,375.00	82,506.03	86,625.00	(4,118.97)

Manchester Transit Authority
Income Statement School
For the Seven Months Ending January 31, 2007

	Current	Budget	YTD	YTD Budget	YTD Net Change
Commissioner Expense		\$83.00	\$429.00	\$581.00	(\$152.00)
Auditing Expense			2,960.00	8,100.00	(5,140.00)
Legal Expense	490.60	667.00	5,169.69	4,669.00	500.69
Service Bureau	118.34	675.00	5,463.81	4,725.00	738.81
Security Service	73.14	125.00	973.99	875.00	98.99
Outside Advertising	2,692.15	1,250.00	8,701.54	8,750.00	(48.46)
Driver and Criminal Record	390.00		2,044.00		2,044.00
Drug & Alcohol Testing	655.00	917.00	5,585.00	6,419.00	(834.00)
Pre-Employment Medical	755.00	583.00	2,715.00	4,081.00	(1,366.00)
Janitorial Service and Supplies	1,160.40	658.00	4,481.08	4,606.00	(124.92)
Bank Service Charges	120.00	42.00	692.50	294.00	398.50
Total Services	18,117.69	17,375.00	121,721.64	129,725.00	(8,003.36)
Materials and Supplies					
Fuel Operations	23,971.68	22,030.00	104,947.59	104,868.00	79.59
Maintenance Parts	4,569.90	6,854.00	26,106.09	32,626.00	(6,519.91)
Tires Expense	879.45	1,926.00	8,027.18	9,169.00	(1,141.82)
Oil and Grease	287.52	384.00	2,399.61	1,827.00	572.61
Maintenance Supplies	1,544.74	547.00	5,415.65	3,829.00	1,586.65
Body Shop Supplies	440.11	308.00	2,436.35	2,156.00	280.35
Hazardous Materials		85.00		595.00	(595.00)
Outside Parts and Labor		42.00		294.00	(294.00)
Repairs-Building and Grounds	1,597.37	824.00	4,964.14	5,768.00	(803.86)
Repairs-Shop Equipment	760.45	137.00	1,432.84	959.00	473.84
Repairs-Radio Equipment		42.00		294.00	(294.00)
Repairs-Office Equipment	41.15	225.00	1,702.19	1,575.00	127.19
Office Supplies	281.14	750.00	3,358.10	5,250.00	(1,891.90)
School Schedules and Tickets		333.00		2,331.00	(2,331.00)
Total Materials and Supplies	34,373.51	34,487.00	160,789.74	171,541.00	(10,751.26)
Utilities					
Electricity	1,643.42	1,505.00	9,585.80	10,835.00	(1,249.20)
Natural Gas	2,068.40	2,225.00	3,821.17	5,675.00	(1,853.83)
Telephone	618.70	502.00	2,695.30	3,514.00	(818.70)
Water	127.17	115.00	905.95	805.00	100.95
Total Utilities	4,457.69	4,347.00	17,008.22	20,829.00	(3,820.78)
Insurance					
Public Liability Insurance	14,500.00	14,499.00	101,487.00	101,493.00	(6.00)
Other Liability	952.00	917.00	7,053.42	6,419.00	634.42
Total Insurance	15,452.00	15,416.00	108,540.42	107,912.00	628.42
Other Expenses					
Dues and Memberships		167.00	231.75	1,169.00	(937.25)
Tolls and Parking			32.50		32.50
Training and Meetings		375.00	1,565.58	2,625.00	(1,059.42)
Grievance Expense		38.00		266.00	(266.00)
Depreciation	21,000.00	21,000.00	147,000.00	147,000.00	
Total Other Expenses	21,000.00	21,580.00	148,829.83	151,060.00	(2,230.17)
Total Expenses	246,809.59	260,716.00	1,372,311.07	1,505,842.00	(133,530.93)
Net Income (Loss)	(43,746.53)	(43,919.00)	(21,409.88)	(66,851.00)	45,441.12

Commissioners Memorandum

To: Commissioners
 From: John Huber, Operations Planning Manager
 Date: February 21, 2007
 Re: Transit Ridership Report – January 2007



<u>Routes</u>	<u>January</u>		<u>% Change</u>	<u>FYTD</u>		<u>% Change</u>
	2006	2007		FY 2006	FY 2007	
	Weekdays	Weekdays				
	Saturdays	Saturdays				
Airport- Route #1	783	799	2.04%	5,601	6,554	17.01%
Lake-Hanover St. Route #2	3,046	3,281	7.72%	19,317	23,019	19.16%
Goffsfalls Route #3	1,466	1,330	-9.28%	10,369	9,639	-7.04%
Page-Elliott Route #4	1,695	1,978	16.70%	12,803	13,985	9.23%
Pinard-Bremer Route #5	1,155	1,065	-7.79%	7,570	8,662	14.43%
Gossler-St. Anselm Route #6	2,521	2,824	12.02%	16,580	18,940	14.23%
VA Hospital Route #7	2,404	2,319	-3.54%	17,011	16,597	-2.43%
So. Willow Route #8	3,354	3,886	15.86%	25,879	27,620	6.73%
DW Highway-River Rd. Route #9	2,335	1,973	-15.50%	16,427	15,241	-7.22%
Valley-Weston Rd. Route #10	3,070	3,480	13.36%	24,877	25,256	1.52%
Front St. Route #11	1,713	2,112	23.29%	13,275	13,801	3.96%
So. Beech Route #12	2,662	3,802	42.82%	21,636	24,918	15.17%
Bedford Mall Route #13	3,710	4,032	8.68%	29,442	32,736	11.19%
UPass Riders - NHCTC		574		27	2,774	
Vista Shuttle	402	0	-100.00%	3,252	1,633	-49.78%
Hannaford Shuttle	591	0	-100.00%	4,552	3,106	-31.77%
Stop & Shop Shuttle		0			944	
Weekday Fixed Route Totals	31,246	33,455	7.07%	230,144	245,425	6.64%
Saturday Fixed Route Totals	3,348	2,980	-10.99%	24,815	26,252	5.79%
MTA Specials & Excursions	0	0		199	77	
Fixed Route Weekday Average	1,420	1,521	7.07%	1,545	1,779	15.15%
Total Transit Passengers Served	34,594	36,435	5.32%	255,158	271,677	6.47%
Total StepSaver Passengers Served	901	1,031	14.43%	5901	6,233	5.63%

The attached graph shows system-wide ridership trends.

John Huber

Operations Planning Manager

C

March 5, 2007

The Board of Mayor and Alderman
City of Manchester
One City Hall Plaza
Manchester, NH 03101

The Honorable Frank C. Guinta and Members of the Board of Alderman:

Re: *Congratulations Manchester and MCTV!*

This is an historic year for the City of Manchester. In 2007, Manchester Community Television ("MCTV") celebrates its fifteenth anniversary of providing education and government programming for residents in the greater Manchester area.

MCTV is a unique governmental model that harnesses what is best about Manchester: cooperation from multiple city departments working together to achieve a worthwhile community goal. Administered through the Manchester School District and financially supported by the Mayor and Board of Alderman, MCTV provides nationally-recognized educational opportunities for Manchester's students; while at the same time, delivering the highest level of balanced governmental programming for an informed citizenry. MCTV is the vehicle through which our government is made easily accessible to the citizens by simply turning on the television, or clicking on the MCTV website. Easy accessibility promotes accountability.

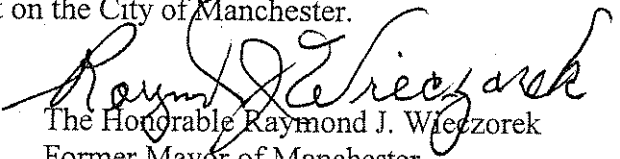
The mission of MCTV is to be the accessible source of choice to celebrate the greater Manchester area, and to promote a sense of socially responsible, multicultural, multigenerational connectedness to ensure the highest level of educated, responsible citizenship. Over the past fifteen years, MCTV has delivered on the mission and proved to be both a trustworthy and profitable investment that enriches our City.

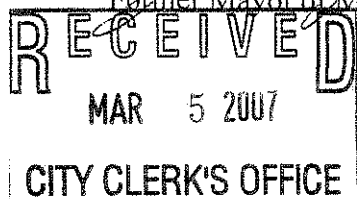
This fifteenth anniversary year is a special occasion to recognize the many past accomplishments of our community television station; but also, to celebrate the new and exciting opportunities ahead for expanding MCTV. This year, MCTV will broadcast live from the Emergency Operations Center at the Manchester Fire Department and the Public Health Department to bring expanded public safety and public health programming to our City. MCTV also has developed new programming, and now is offering bi-lingual programming in English and Spanish.

In the year ahead, MCTV will be implementing its strategic plan. Through the dedicated leadership of its Director, Dr. Grace Sullivan, MCTV is positioned to be a true communications center connecting Manchester to its citizenry, and to the world, with the cost-effective use of technology. As the strategic plan is put into action, MCTV undoubtedly will continue to be a leader in community television and communications media, and an innovative first-class educational program for City students.

As former Mayors, we congratulate Manchester Community Television on fifteen years of excellence. We look forward to MCTV continuing to shine a bright light on the City of Manchester.


The Honorable Sylvio L. Dupuis, O.D.
Former Mayor of Manchester


The Honorable Raymond J. Wieczorek
Former Mayor of Manchester



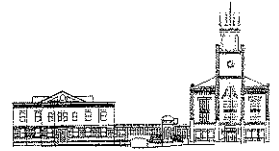


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

March 9, 2007

Honorable Members of the Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Question on "Jac Pac" revenues

Honorable Board Members:

At your last meeting, a question was raised as to how much revenue had been raised at the Jac Pac site as a result of the parking lease to Catholic Medical Center. Ken Edwards of the Manchester Housing and Redevelopment Authority has responded to me on this matters.

Through the month of March of this year, \$178,250 has been received for the parking lease. It is expected that the lease arrangement will expire in June of this year. I would also note in terms of revenues that \$50,000 was received by the NHRA for equipment in the former freezer building.

If you have any questions, I will be available at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP
Interim Director of Economic Development

E

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

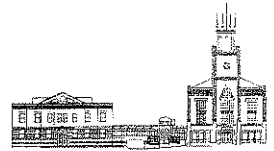


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

March 9, 2007

Honorable Members of the Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Community Master Plan

Honorable Board Members:

The Planning Board, through a working sub-committee, has been in the process of preparing a new master plan for the City. The Planning Board is charged with this responsibility under State Statute. The last time the master plan was updated was in 1993 and I believe that plan served the City well over the last few years.

In order to keep you informed of the progress, the sub-committee has asked that I forward a copy of a series nine issue papers dealing with such areas as the environment, community development, the economy, infrastructure and transportation. Based upon these issue papers, the group will then begin to develop planning strategies for the future development of the City.

If you have any questions, please feel free to contact me. I am sure that the sub-committee would also be happy to discuss the issues and strategies with you if you would like to have them come to a committee of the Board of Mayor and Aldermen.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning

C: Kevin McHugh

F

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

Community Development

Many factors go into creating a sense of community. In cities such as Manchester, neighborhoods are the building blocks of community. For the people who live in any neighborhood, there is sense of familiarity: familiarity with the people who live there, shop there, work there, play there; familiarity with the buildings, plants, streets, shops and views. It is at the neighborhood level that a sense of community develops.

Manchester has a wealth of established neighborhoods. Some of what distinguishes each is tangible, as in the architecture, street furnishings and physical infrastructure. There are also intangibles. Some are formal, such as the business assistance that government can offer small businesses, and some are more informal and spontaneous, such as the relationships that evolve through repeated interactions. Much of the character of the City will be found at the neighborhood level, in the lives of those who circulate there.

Neighborhoods change with the times and with the people who live or frequent them. As Manchester's fortunes have ebbed and flowed, so have its neighborhoods. With renewed interest in being able to secure amenities within walking distance of one's home, it is the time to be revitalizing the City's neighborhoods. The needs of each will be unique, functions of their distinctive histories. Success in each case will depend upon the enthusiasm of its stakeholders: residents, merchants, City government.

The challenge is to build upon the unique and existing strengths of each neighborhood. Those who know their neighborhood best will be the experts that can best articulate their area's potential. Housing, parks, transit availability, commercial uses,.... these are parts of all neighborhoods. Locals will know the specific quirks, strengths and needs of each in their corners of the world.



The flow of people in a neighborhood is enhanced by its diversity. Neighborhoods that are comprised of just one age group or color seem to exclude others. By contrast, diverse neighborhoods can support clusters of people of similar ages and heritage as well as mixes of children, grandparents, students and workers of all backgrounds. The richness of sharing diverse perspectives that come with a range of experiences makes life colorful and interesting. Manchester is fortunate to have a large pool of colorful characters. Its distinctive neighborhoods reflect this.

City government must help enhance the economic health, character and function of neighborhoods and improve livability for City residents. It must support neighborhood revitalization efforts with funding and personnel, promoting community involvement. It must assure that street and sidewalk standards, street furniture and lighting, traffic safety and public transportation all work together to support local needs and aesthetics. Sidewalks and streets will need to be clean and in good repair, fostering connection with the larger city. Infill development must be tasteful and reflect existing architectural design.

All residents want to feel safe and comfortable in their neighborhoods. The provision of attractive public spaces supports this. Clean and attractive parks that provide amenities for all ages invite people to gather. This is important for health. It is important for safety: the presence of active and congregating people deters crime, an important consideration in the comfort of a neighborhood. Neighbors may organize to "adopt" local parks. Neighborhood associations strengthen communications amongst neighbors and with City Hall. Cohesiveness strengthens the area, resulting in residents who feel a sense of pride and identity.

Revitalization requires the commitment of City government, but it will really be the involvement of local stakeholders that make neighborhoods come to life. Neighborhood residents and merchants are the ones who care passionately because their neighborhoods are, after all, their homes or their livelihoods. It will be the local people that truly create vibrancy and personality in distinctive neighborhoods. Enhancing that sense of community in City neighborhoods is about people working together, building on their area's heritage and strengths. Revitalization at the neighborhood level will freshen the whole face of Manchester.

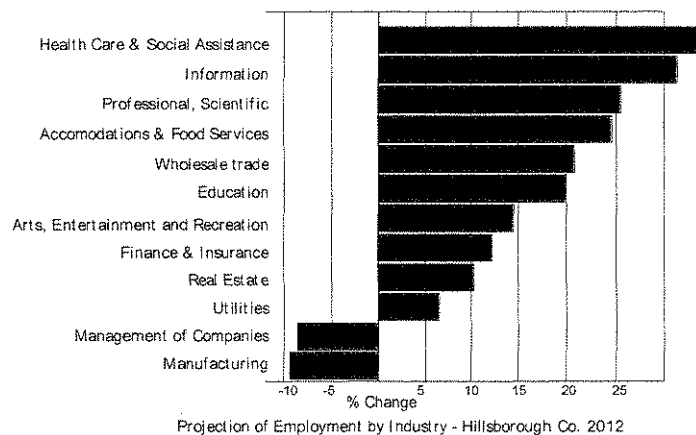
Economy

Manchester grew as a city by becoming the textile-producing capital of the world. Those days have passed. Globalization has contributed to the City's economy evolving into a more broad-based network, striving to adapt to shifts in local and world markets. The home of innovations including Velcro and the Segway Human Transporter, Manchester now produces such high-tech products as software, prosthetics, and microprocessor-controlled shock absorbers. Call centers, education, finance, research and development, and health services provide stability to the City's economy through the diversity they provide. The challenge is to continue to turn globalization into an opportunity in Manchester's favor.

Regional suburbanization has also had an impact on Manchester. With highway systems providing rapid movement of people and goods to outlying areas, many economic activities have shifted to areas where there is more abundant vacant land. Retail was one of the first activities to move to large commercial areas along arterial routes on the outskirts. Other businesses and industries have followed suit as well. The departures of Harvey Industries (a manufacturer) and Associated Grocers (a food distribution company) were due to the lack of large land tracts for their expansion within the City. In the absence of large vacant areas, Manchester must cultivate other factors to attract and retain businesses. Such elements include changes in zoning, the ability to support a skilled workforce, and the amenities the City has to offer.

Manchester must continue to expand within growing markets. As its citizenry ages, the City will need to provide the necessary supports to house, educate and move health care professionals. Its educational opportunities should continue expanding to support real-work experiences for secondary students, state-of-the-art training for the skilled trades, and continuing education for professionals. These opportunities will support and be supported by expanding research and development capabilities.

Manchester should also continue to explore its "destination city" venues in entertainment, the arts, sports, cultural attractions, and leisure retail. Additional recreational activities associated with the Merrimack River are possible. The City is uniquely situated to support many of these opportunities in ways that suburban communities cannot.



Small businesses and entrepreneurs are parts of the creative economy that are becoming increasingly important in the national economy. The City can make itself attractive to these classes through its support of venture capitalism and through its provision of appropriate infrastructure. In addition, an increasingly attractive and vibrant mixed-use downtown will support the informal opportunities that stimulate ideas and opportunities. Businesses and professionals of all ages will be attracted to any city with a high quality of life and a wide range of neighborhoods from which to choose. Manchester's heritage and rivers set it apart from many.

Manchester's transportation systems should not be underestimated as key parts of future economic growth. Both the airport and the return of passenger rail for recreational and business travel will be important factors in attracting and retaining businesses. Workforce mobility must be supported. Airfreight operations will also be significant. Because the rapid growth of Internet shopping has accelerated competition with traditional forms of retailing, distribution breakpoints such as airports will become increasingly important. Manchester must continue to expand its transportation options to remain regionally competitive.

Several recent reports - the Global Economic Development Strategy, the Manchester Downtown Strategic Plan, and the Downtown Parking Study - offer extensive plans and recommendations for guiding Manchester's economic development over the next two decades. Among these are strategies for attracting young professionals and fostering higher-density housing to support downtown cinema and an urban grocery store. The growth of the Arena District will be an attractive complement to transit-oriented development. Manchester's stakeholders have tremendous assets available. It is up to its creative and hard-working citizenry to see Manchester grow in the best ways.

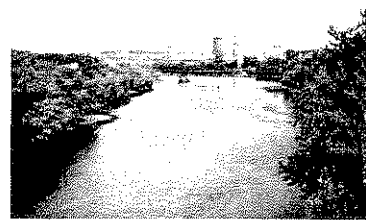
Environment

The Manchester area was first settled as an agricultural community. It rose to fame by harnessing the power of the Merrimack River. At those times, America's natural resources seemed limitless and intended to build a nation. Now we recognize the limits of resources and the capacities of waterways to receive pollutants. Manchester's urban density is pushing the limits of land development and water usage, presenting significant challenges. To become a city that is sustainable in the long run, Manchester needs to further the protection of its available water and land resources. This must include consideration of how it protects key habitats, addresses energy usage, and increases the efficiency of waste management.

The best approach to managing pollution is to avoid creating it in the first place. For water quality, that means don't let pollutants get into natural waters. Manchester's largest water threat comes from non-point sources. As opposed to the many point sources of the past that have been addressed (such as factory pipes dumping large amounts of industrial wastes into rivers), non-point sources generally produce smaller quantities of pollutants that are far more widespread.

Automotive leaks, animal wastes, excess yard chemicals, and excavation runoff all fall into the non-point pollution category, having cumulative impacts. Though they are usually deposited on land, with rainfall or snowmelt they are flushed into the City's waterways.

Continued environmental education for the public regarding the relationship between land uses and pollution is necessary to improve our waters and freshwater habitats. This is part of protecting our lakes and rivers through the use of sound watershed protection measures.



Another way to improve Manchester's natural water quality is through the reduction of impervious surfaces such as roofs, streets, and sidewalks that do not allow water to flow through them. Water flowing over natural soils tends to infiltrate, allowing runoff to be naturally filtered and cleansed as it passes through to groundwater. Impervious surfaces prevent this natural cleansing to take place. The incorporation of vegetated landscaping into shopping center, street and parking lot designs reduces imperviousness, allowing infiltration, and simultaneously creating pleasant streetscapes. Many cities have also started promoting the "green roof" concept where rooftops are also vegetated to reduce runoff.

Most of Manchester's runoff is handled through the City's stormwater drainage system which was first developed over 150 years ago when it was standard practice to combine sewer and storm drains. Known as a combined sewer overflow (CSO) system, the City's system currently drains to its sewage treatment plant. However, during some peak storms each year, the combined runoff and sewer wastes overwhelm the capacity of the system, causing the combined mix to flow directly into the Merrimack River. Work is underway on the West Side to separate sewers and storm drains, potentially followed by like efforts on the East Side. These projects currently constitute the City's costliest environmental protection program.

Manchester continues to expand its sewage system to support housing, economic development, and environmental protection. In 2005, its wastewater treatment facility operated on average at 60% design capacity; however, there were spikes that exceeded capacity due either to operational failures or wet weather. The combined populations of contributing communities are projected to grow 20% in the next 20 years. With the Merrimack River slated to become a drinking source and also reaching effluent carrying capacity, alternatives to upgrading or expanding treatment capacity are being explored.

There was a time when wetlands were not considered fit for anything unless one could drain and/or fill them to create "usable" land. It is now known that wetland ecosystems provide flood control, water purification, wildlife habitat, and recreational uses, among other functions. Manchester has many wetlands in a range of sizes. A recent wetlands study provides a wealth of information to help City residents decide how to manage various wetlands as part of an overall land use system to avoid piecemeal losses.

Maintaining vegetated buffers along waterways protects water quality. Such buffers offer opportunities for continuous wildlife habitats as well. With urbanization, many of Manchester's natural grasses and trees have been removed. Dutch elm disease denuded Elm Street of its namesakes. Increasing the numbers of trees of native species in the City would provide many benefits:

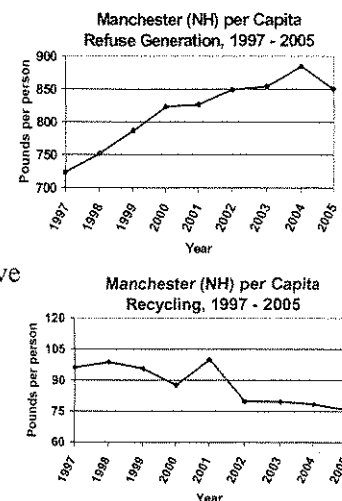
- Trees make streets, yards, parks and waterways attractive for visitors, residents and wildlife.
- Trees support a balance between oxygen and carbon dioxide in our atmosphere.
- Tree leaves lessen the impact of raindrops and their roots hold soils in place, reducing erosion.
- Trees decrease the absorption of heat by urban pavements while providing shade to pedestrians.

Manchester has a 20-year history as a "Tree City." It would benefit from reinvigorating that heritage.

Given the scarcity of undeveloped land remaining in Manchester, and the great number of competing potential uses, it is essential to identify and evaluate land areas meriting protection. The recent Parks and Recreation study proposed the creation of a Greenways system in the City. Given that development projects frequently come along in a piecemeal fashion, Manchester needs to pro-actively identify those areas that would contribute to the creation of the City's own greenbelt. This would assist in guiding development that supports continuity of trail systems and wildlife corridors. This effort, in turn, should be coordinated with neighboring communities to increase its effectiveness.

In managing solid wastes, any municipality's best "first strategy" is to reduce the amount of garbage generated. The next best strategies are to increase the re-use and recycling of materials. The accompanying graphs show that Manchester's curbside per capita residential and commercial trash pickup rates have generally risen over the past several years while the recycling of paper products and commingled containers has quite consistently declined.

These trends will likely continue as long as Manchester's trash collection is paid through property taxes. By contrast, 44 New Hampshire communities have realized significant trash reductions, recycling increases and budget savings by switching to pay-as-you-throw (PAYT) collection systems. This method - which amounts to putting out the trash in bags as opposed to bins - is comparable to most phone plans where one only pays for the calls one makes. One NH city has seen a two-thirds reduction in disposal costs as a result of switching to PAYT, while another longtime participating community now recycles about 70% of its wastes. By contrast, Manchester's recycling rates have *decreased* to about 8% in 2005. A city concerned about high taxes should seriously consider the contributions such a switch could make to future budgets. Environmentally, the re-use of resources and the decrease of landfilling make good long-term sense.



Another environmental element that seems invisible on a day-to-day basis is energy usage. Both governmental and private entities have many avenues available to improve their energy efficiencies. Increasing the viability of public transportation and upgrading engine efficiencies must be ongoing efforts. Spurred on by escalating fuel prices, these changes will also contribute to improved air quality. Many strategies are also available for improving construction and building efficiencies. Manchester has the opportunity to improve the efficiencies of many City buildings while also encouraging local contractors to do the same.

Air quality does remain an issue for Manchester. Although most measured atmospheric constituents have been "in attainment" with federal air quality standards for the past several years, ozone is the exception. Ozone is one of the most significant by-products of our auto-dependent society. High concentrations of it contribute to greenhouse gases on the global scale, and increases in the incidences of asthma in Manchester. The City's moving to a more integrated and walkable transportation network would shift the transportation / land use / air quality formula to improve public health through increased physical activity and healthier air.

Finally, sustainability is about making choices that are good for the economy, good for the environment, and good for future generations as well. This is why energy efficiencies, good water quality, conscientious land stewardship, and lower waste generation are important for Manchester. "Green" approaches to our built environment and wise use of our natural environment will both help to make Manchester a desirable place to live for all ages well into the future.

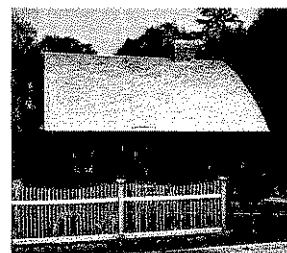
Housing

Housing is one of the key pillars of a strong community. In its role of providing for the health, safety and welfare of its citizens, local government is responsible for ensuring that public and private efforts work toward the provision of an adequate stock of safe and healthy housing for all ages. This requires municipal adaptability through workable zoning requirements and regulations, the securing of funding to support appropriate nonprofit housing efforts, and the monitoring of housing quality in a broad range of options. To be sustainable, the cost of housing will be consistent with the incomes that the local economy generates. Manchester is fortunate to have a wide range of housing types and prices. The challenge is to match the supply to the demand.

Both rental and owner housing costs have seen dramatic increases since the master plan was last written in 1993. A strengthening economy, sprawl, and the perception of providing relief to the high housing costs of the Boston metro area have all contributed. High housing costs impact not only the occupants but also the ability to generate new economic development. If the workforce cannot find housing that matches their income, they frequently move to lower cost areas of the country. The inability of an area to provide a range of housing inhibits businesses from coming to or expanding within that region.

It is critical to monitor these trends so that the City may act in ways to support a balanced housing market. Manchester takes seriously its roles in meeting the needs of people on a fixed or limited income (such as seniors, refugees, and the disabled) and providing permanent solutions to the local homeless population. One result has been that 2004 saw Manchester providing 77% of the region's rent-assisted housing. The City has also partnered with several private and non-profit entities in developing affordable workforce housing.

One way to help control housing costs is to have a strong production of new housing. One of the issues that Manchester faces is the fact that we are rapidly running out of vacant sites suitable for this. The largest land parcels are now gone; most vacant sites now are infill lots. To provide additional housing, Manchester will need to encourage the redevelopment of existing sites, promote more mixed-use developments, and continue to evaluate the appropriateness of its zoning requirements.



The Manchester Downtown Strategic Plan recommended significant new residential development downtown. This could take the form of transit-oriented design, or the reconstruction or rehabilitation of older buildings. Mixed uses downtown would provide additional housing opportunities and reduce the demand for auto trips between home, work and shopping. The City may also need to adapt its zoning to promote more vertical construction in the absence of undeveloped land.

There has been a shift in homeownership rates since Master Plan was written in 1993. Manchester has historically had about a 50/50 split in ownership and rental housing, but recent numbers indicate that rental housing has increased to 55% of all units in 2000; a large majority of new units since then have been rental. While the availability of rental units is important for any community, a predominance of homeownership tends to strengthen and stabilize neighborhoods. Manchester and its affiliates will need to continue taking steps to encourage the housing market to trend back to a larger portion of homeownership.

Having a wide range of housing types is also important. A variety of single-family, townhouse, condos, small apartments and luxury apartments are all appropriate for meeting the needs of the range of household types in Manchester. In addition to meeting the needs of a diverse workforce, the City should be anticipating the housing needs of individuals outside the workforce, such as our growing elderly population and special needs residents.

Where we live must also be safe and healthy. The enforcement of the Housing Code adopted by the City several years ago has improved the safety of many of the rental units in the City. However, the City has found that there are still safety issues that face Manchester. One example is the large number of older units built prior to 1978 (estimated to be 40% of housing stock) that has the potential of lead paint problems. Experience has shown that it is not just the paint that threatens, but lead dust as well. These concerns have permanent repercussions for children and long-term impacts for our school systems.

The character and quality of housing plays an important role in creating a "sense of place" for residents. The built environment can contribute those physical characteristics that make a place special or unique, reflecting the personal side of human activities there. A sense of pride and ownership of such a place provides incentives to residents to protect and improve their neighborhoods. Within the context of a larger city that offers myriad opportunities, these factors are part of what has made Manchester a great place to raise kids.

Infrastructure

The realm of infrastructure may fall into three categories. The traditional understanding, now known as Gray Infrastructure, includes those items that would conventionally be in the category of public works: roads (including signals and striping), water and waste operations, and maintenance of public structures, including libraries and schools. There is also a Green Infrastructure which helps to define municipalities: parks, trees, lawns, and other vegetation that support the environment and may require maintenance. Finally, infrastructure includes services that are part of what keeps a city operating, for example, sanitation and emergency services.

Within the context of these issue papers, some of these aspects are covered elsewhere. Environment covers water quality, wastewater, garbage collection, and the greening of the City. Recreation expands on parks and trails options. Transportation deals with the network of systems that operate within the City while the pavements upon which they operate are covered here.

While the Environment paper discussed surface water quality, the Manchester Water Works Department is discussed in Infrastructure because it provides the mechanical and chemical means for treating and distributing the City's water supply. The Lake Massabesic treatment facility was recently upgraded to serve regional water needs for the next 15 years. Planning is underway for a Merrimack River treatment facility to provide a secondary source. This would help meet the expanding needs of the area as well as providing backup in the event of inoperability of the primary plant.

Keeping a city clean is an essential part of any community's responsibilities to be an attractive place. Master Plan participants made it clear that this is something they value. Since part of Manchester's economic strategy is to be a regional "destination city," keeping the City clean must be included as a component of that plan. Attracting additional people increases the demand on services; taxpayers may anticipate higher clean-up and policing costs. There are various supports that the City can use to maintain a clean, safe community, such as preventative education, additional workforce, neighborhood policing.



The maintenance of public buildings marks the difference between municipal structures being sources of pride or unsafe eyesores. It seems to be universally true that maintenance funding is viewed as a luxury that tax-conscious municipal money managers sometimes sacrifice during lean years. The upkeep of City buildings - fire stations, schools, offices - is necessary to substantiate the significant investments that each building represents. Improving the energy efficiencies of buildings will help repay those expenditures. The City is also in a position to encourage the private sector to build increasingly sustainable structures. For Manchester to retain the built emblems of its heritage, funding needs to be supported for all public facilities. An attractive city is appealing to people and businesses alike.

The City's revitalization efforts are expanding into the neighborhoods, repairing aging streets and sidewalks. The design and maintenance of traffic-congested roads in Manchester are frequently a matter shared with the N.H. Department of Transportation. Two long-term studies are underway to evaluate and/or prevent traffic congestion on South Willow Street and in the Hackett Hill area.

To remain competitive, it is important that Manchester continue to expand its telecommunications capabilities, keeping abreast with technology and commercial demands. Development and road re-construction projects offer opportunities to bury utility lines and re-design some of the City's asphalt and concrete expanses with more inviting vegetated streetscapes. The City should create opportunities to work with private utilities to assure future energy supplies. Upgrading City streetscape and sidewalk standards will add visually appealing public spaces while simultaneously reducing runoff from impervious surfaces. Manchester's built-out landscape can be to its advantage relative to smaller neighboring communities since the City has so much infrastructure already in place.

Infrastructure can also help with crime prevention: established paths and lighting can define safe areas, pride of ownership showing that people care about an area, deterring trouble. The City does need to evaluate the need for additional police and fire facilities as the community grows. There are several emergency response plans in place for Manchester. In the absence of a statewide public health service, the City should foster the formalization of response relationships with other communities. It would be one more thing to secure Manchester as a great place to live, work, and play.

Land Use / Built Environment

A city's built environment is its trademark. It reflects peoples' aspirations for what is possible there. It is a palette upon which lives happen. In Manchester, our "brand" is the rich and visible history of a proud mill town that preserves its heritage while pressing on into the future. It is important that what we build will be what we want and will be well suited to the land upon which it stands.

Land use planning and zoning lay the groundwork for how a community matches its development to its geography. For what is the terrain suitable? What activities does the City want, and where? What resources will people need to have available for the City to function well and sustainably? Answers to those questions have changed with time as society and technologies have changed, and as we've learned from past decisions.

Zoning was originally intended to separate incompatible land uses. Over time, however, this separation, combined with factors such as increasing population and mobility, contributed to the unforeseen consequence we call "sprawl," a land use pattern with high social costs. Now we recognize that mixed-use development is appropriate in some places. Early towns' layouts were very efficient after all: necessities and amenities were close to each other, the concentration of services fostering a sense of community.

There are many challenges facing development in Manchester. Most of the City is already built-out so most prospects are in re-development: either rehabilitating or reconstructing. Updating some of our older buildings will require overcoming significant financial barriers to conform to current fire code and ADA standards. Forty percent of our housing stock may still pose health risks - especially to our children - due to residual lead paint dust. All projects should fit in compatibly with surrounding features to create an attractive, distinctive city. The closed landfill is an underutilized site that also awaits re-development.

It is certain that Manchester will continue to grow, needs will change, and landowners will continue to want to use their land as they see fit. Urban design parameters allow these changes to be aesthetically pleasing, taking place within the context of a unified vision. For example, Manchester's distinctive Amoskeag arches provide a "theme in variation" that announce when travelers are entering certain areas of the city. They are repeated in brick window frames throughout the Millyard. New clusters of uses around the Civic Center in the Gaslight, Commons and Warehouse districts will revitalize the South Elm Street area. The provision of lighting and streetscaping guidelines will produce cohesive, visually appealing neighborhoods. Making them walkable will also offer pedestrian opportunities such as strolling, shopping, and enjoying outdoor cafes.



Certain other areas of Manchester have been identified as being architecturally and historically unified, warranting recognition and preservation. Most people would also agree that the City would be noticeably more attractive if its utility lines were all buried underground. These are aspects of our already-built environment that would not involve changes in uses so much as warranting changes in how the City deals with them.

The City is also considering transit-oriented design (TOD) along South Elm Street. Such development would include multi-family housing with immediate access to public transportation both within and out of the City, with many convenient amenities nearby. This would be new mixed-use development.

Manchester is an economic, population and transportation hub of southern New Hampshire. The City's growth will take place within the context of a larger regional sphere: neighboring communities' populations are growing even faster than ours. The lines separating municipalities are entirely porous as people flow in and out for work, shopping, services and entertainment. Some relationships with these communities are formalized through agreements on water supplies, sewage facilities, and other resources. Other are more indirect, such as when another community's industrial development abuts a Manchester residential area, or large-scale plans in Manchester impact a neighboring town's traffic flows. The provision of affordable housing is not equally shared amongst all municipalities. As communities continue to grow, regional cooperation becomes increasingly important.

Building upon our past, we are designing our future. Zoning and land use regulations are among the tools that will help to craft the city we want on the 35 square miles known as Manchester, New Hampshire. It is important that the desires of the City's residents be very clear in the Master Plan to guide the Planning Board and the Zoning Board of Adjustment as their decisions incrementally shape the City and neighborhoods.

Recreation

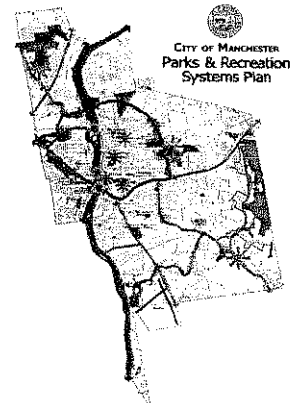
Recreation takes on different forms for different people. Manchester needs its libraries to continue supporting readers, researchers, and households seeking affordable books, movies, music and diversions. There are repeated calls to have movies be an Elm Street draw again. The civic center, our professional sports teams, and numerous nonprofit organizations all provide recreational activities for the City. Desires for increased retail outlets and a performing arts center are as much about leisure enjoyment as they are about economic strategy. All of these activities constitute recreation, and they all contribute to the fabric of Manchester's quality of life. For the purposes of the Master Plan, however, this paper will discuss the outdoors aspects of recreation.

With the rapid development of Manchester over the last thirty years, the amount of land for outdoor recreation has become very constrained. The City's 2006 Parks and Recreation Master Plan Update provides numerous suggestions for expanding the usage of Manchester's parks. The benefits of implementing those recommendations would expand beyond local enjoyment. The plan states that "Open space, parks and recreation facilities are central to the community's ability to promote itself as a place to live and raise a family, as a vacation destination and as a host city for events, conferences and similar gatherings."

The Parks plan reveals that walking is Manchester's preferred outdoor activity and recommended the expansion of trails availability in the City. This call for increased walkability is consistent with input received at public forums and with recommendations from Manchester's Health Department. Manchester is already expanding its existing sidewalks programs as a means for enhancing walkability. While sidewalks and trails are not the same thing, together they can be joined to create an extensive, interconnected network providing linkages within the City and with the rest of the region.

The Parks plan suggests the creation of several new parks networks:

- A Ceremonial Route downtown would be comprised of a new intermodal center, a cultural district, a historic museum campus, and the new Manchester Central Park.
- The Midtown Route would integrate Stark, Livingston, Derryfield and Stevens Parks with McIntyre Ski Area and Derryfield Country Club.
- Further out, The Greenways would piece together a corridor of parks, parcels and green areas associated with several waterways. This would coincide with increasing Merrimack River accessibility.



These systems represent the building blocks of an interconnected walkable, bikable trail system that could also support the creation of contiguous wildlife corridors.

While most of Manchester is more suitable for human habitation than for wildlife habitat, nonetheless, wild species do co-exist in the City. It would be good to keep them healthy in their native habitats where residents and visitors might enjoy glimpsing them rather than having them squeezed into yards and onto City streets. The Greenways in particular would incorporate lands along rivers and streams, portions of existing parks, utility rights-of-way, the Lake Massabesic watershed, and nature preserves such as the one on Hackett Hill and at Moore's Falls. It would allow ready access to nature and a long trail system from numerous points around the City. It would also serve to prioritize parcels for future conservation easements or acquisitions.

The Parks plan points out that the expanding need for athletic fields has led to conflicts between neighborhood parks usage and nearby homeowners. It recommends pursuing the possibility of a regional sports complex located in the southern part of the City. Such a complex would alleviate some clashes caused by traffic and stray balls in residential neighborhoods. It would potentially also make local parks more inviting to the very young and the elderly who may not participate in organized sports but would greatly benefit from using park facilities. It is important that parks feel safe, attractive and available to all ages in all areas of the City. This is a significant public health consideration given obesity, depression and crime concerns. A few additional parks would further ensure that the City meets the recommendation that all residents have a play structure within a 15-minute walk of their home. Play - organized or otherwise - is vital to all ages.

Manchester's population keeps growing. This makes those areas available for recreation all the more precious. The City must be pro-active in identifying, prioritizing, safeguarding, and carefully developing its recreation options for present and future generations.

Social Fabric

Social fabric has not customarily been considered as a separate topic in master plans even though the very reason for the planning is the public's well-being. Nonetheless, Manchester's future is entirely about its populace. It is the residents that will create a new heritage for the City. They will support and benefit from a vibrant and shared future. Given the breadth of diversity in culture and potential its citizens embody, it is essential to identify plans for the health, safety, cultural and educational aspects of tomorrow's City.

"Quality of life" is how we label the cumulative sense of security and energy that allows individuals to feel enriched as contributors to society. A good quality of life stimulates creativity and problem-solving. That is the Manchester goal. Comfortable eateries and shopping areas, access to arts and cultural heritage, and the availability of recreational and educational opportunities for all citizens will contribute to reaching that goal.

A hundred years ago, three-quarters of Manchester's population were considered by the Census to be "foreign stock." That meant that either they were immigrants or the children of immigrants. They literally built this town. As Manchester's population continues to grow, the foreign-born will continue to come. Surrounding areas will grow even more rapidly. Manchester will be the center of this regional growth, with neighboring communities turning to the City for its assets.

Manchester's remarkable cultural resources set it apart from the rest of the state. Unrivaled ethnic diversity enriches the City's urban landscape. Knowing that people from around the world will continue to flow into the City, Manchester can facilitate assimilation by streamlining referrals and supports that will repeatedly be required for its newest residents. City support for cultural events will capitalize on its urban mix, embracing the diversity of a unified community.

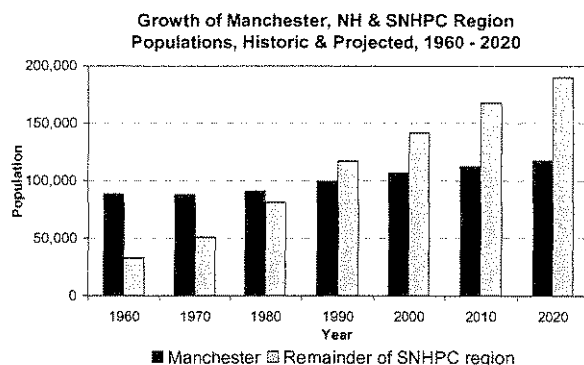
As a destination city, Manchester offers professional sports, world-class performances, social clubs and museums. The continued identification, prioritization and sharing of the City's historical and architectural resources will enhance Manchester's identity. Cultivating artistic potential according to Arts Builds Community recommendations will add color and energy to the mix. In union with the expansion of dining, social and retail opportunities, and the possibility of a performing arts center, these assets will support a creative economy that will make Manchester an increasingly desirable city in which to live, to work and to visit.

The City must also be prepared for managing the downside of inviting the world to our doorstep. It is important to strengthen our neighborhoods and municipal infrastructure to prevent crime that could accompany growth. Given the breadth of social services available in Manchester, the City's plans must also anticipate the impacts of housing those who are most in need.

Increasingly sedentary lifestyles have led to chronic obesity, increased asthma episodes in the City's youth, and other health conditions at all ages. Manchester must re-emphasize and expand its opportunities for all residents to be physically active. Opportunities to enhance the usage and range of parks, river and trail systems are further developed in the Recreation section. Here it is necessary to recognize that exercise is not just for fun. It is a vital matter of public health and community across generations and socioeconomic strata in all parts of the City. It is as fundamental as quality childcare, healthy youth activities, and appropriate elder care.

Manchester's school system will continue to prepare our children for their roles in a complex world, with growing input from area businesses. We already have several colleges bringing vitality to the community and offering ever-expanding educational opportunities for all ages and abilities. The City should support expansion of skills-based and high-tech continuing education opportunities, continue its environmental education efforts, and cultivate research and development. In addition to educating tomorrow's workers, the City's educational institutions need to keep current employees advancing with the times.

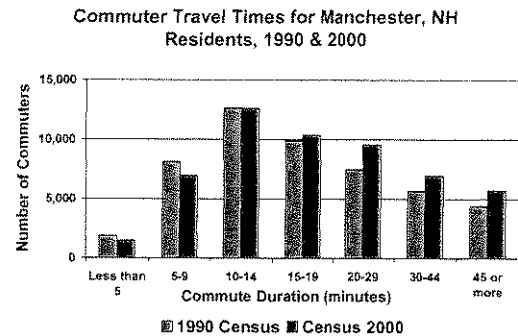
The challenge is to weave all the threads of this dynamic and living heritage into a strong and vibrant fabric for the future. It will require the combined efforts of individuals, City government, civic groups, religious and non-profit organizations from the neighborhoods to the regional level. Working together builds community. Gathering for enjoyment builds community. The benefits will be shared.



Transportation

Manchester has historically been the transportation hub of New Hampshire. In the past, rail lines radiated like spokes in all directions. That was before the rise and dominance of the automobile as every household's most convenient means of getting around. That was also before the advent of the interstate system and sprawl. The rise of the automobile resulted in the decline of every other personal mode of transportation. Another consequence was that city planning decisions became increasingly based upon facilitating auto travel: straightening and widening roads for faster travel, and situating buildings to maximize parking availability. Air pollution and then global warming became increasing concerns.

Eighty percent of Manchester workers now drive to work alone. From 1990 to 2000, the average commute time for City residents increased 13%, and the number of people commuting at least 45 minutes increased almost 30%. Manchester's population will continue growing, and the region as a whole will grow even more quickly. Interstate-93 will be widened, and no more major in-town roads are planned. The City's focus on economic growth will include expanding the Airport's capabilities. NH freight tonnage will double in the next 20 years, having a significant impact on Manchester's role as a major intermodal hub. The City must be pro-active to avoid severely worsening traffic conditions.



Only two-thirds of Manchester's population falls within the standard workforce ages of 18-65 years, yet most transportation systems are geared toward them as commuters. Twenty percent of City residents are too young to drive. New refugees and immigrants arrive without driver's licenses. The disabled have limited options. The elderly will become a larger proportion of our population, will live longer than ever before, and will need assistance getting around. In order to facilitate efficient transportation for all citizens, Manchester needs to encourage, facilitate and coordinate the development of alternative systems.

There are local, regional, and national commuting capabilities to anticipate. For the City to remain economically competitive it must promote and provide for the return of passenger rail service. It must meet the needs of people visiting this "destination city" and regional shopping area, minimizing traffic congestion. The City will need to support both a populace that does not drive - including school kids - and a populace that will no longer pay skyrocketing gas prices. It must be able to take people to work and to play.

Many of the components for such a transportation network already exist. Manchester needs to more fully integrate and coordinate them so that they work together as a smooth and efficient system. The City should look at its transportation systems as an integrated whole network of walkways, public transportation, private vehicles and freight carriers working in unison to efficiently serve all of its neighborhoods within a regional context.

More than half of Manchester's workforce is made up of City residents. Therefore, one of the most cost-effective options the City has for reducing local traffic would be the upgrading and expansion of its sidewalks and trails systems. This would facilitate City residents, workers and shoppers walking, biking, or using segways or mopeds. Federal funding may be available for making these infrastructural improvements.

The Manchester Transit Authority bus system is in-place and locally responsive. With City support, it is well situated to expand its services throughout the City and neighboring communities. Several nonprofit bus services also operate serving special needs populations. Multiple regional carriers serve Manchester as well. Increased coordination of all these services would reduce the number of vehicles on City streets.

Convenient parking constitutes a mixed blessing. On the one hand, everyone would like to find a parking space closest to his or her destination. On the other hand, the City needs to discourage single-occupant driving. Manchester's myriad parking lots occupy significant real estate, are generally unattractive, contribute to polluting runoff, and displace other land uses, such as housing. The City should promote innovative parking strategies such as employer collaboration and transportation demand management (TDM) to maximize parking efficiencies. It should also re-think its zoning regulations that stipulate minimum parking requirements.

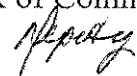
The objective is to unify Manchester with a seamless transportation network that supports a vibrant City within a growing region. Increasing options will allow responsiveness as the City grows. At the same time, the City must continue to re-construct existing streets. Transportation is a costly necessity, no matter what.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the Management Letter responses submitted by Kevin M. Buckley, Independent City Auditor and recommends that the Board direct Mr. Buckley to draft a revised/updated Travel Policy for BMA consideration.

(Aldermen Pinard, Smith and Long voted yea; Aldermen Thibault and DeVries were absent.)

Respectfully submitted,


Clerk of Committee




**City of Manchester
Office of the Independent City Auditor**

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Phone: (603) 624-6523
Fax: (603) 624-6528

February 7, 2007

Committee on Accounts, Enrollment and Revenue Administration
C/o Mr. Leo Bernier
City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Management Letter Responses:

Attached you will find the responses to the five management letter observations being presented tonight. I asked for responses from all department heads and received responses from the Finance Department and the Aviation Department.

The first three observations are repeats from prior years. Observation number 4 is an internal control concern at the EPD and the City Library. Currently I am in the process of auditing the EPD and will incorporate this finding in my testing. Observation 5 contains a finding generated at the Finance Department and a general comment concerning a lack of policies over department head and management's travel expenses. A revision of the City travel policy should be made to correct this weakness in internal controls.

Respectfully Submitted,

Kevin M. Buckley
Independent City Auditor

G



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

January 23, 2007

Alderman Pinard, Chairman
Committee on Accounts, Enrollment and Revenue Administration
C/o Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Pinard,

This letter is submitted in response to the Management Letter prepared by the City's external auditors at McGladrey & Pullen, LLP for the period ending June 30, 2006.

Observation One - The Finance Department agrees with the auditor's observation regarding departmental cash receipts. The Finance Department strongly recommends that the BMA direct the Information Systems Department and the respective departments currently relying on non-integrated modules or programs to immediately take steps to integrate. The current decentralized arrangement does not provide for sound internal controls. On numerous occasions, the Finance Department has had this discussion with the Information Systems staff, yet nothing has been done to resolve the problem. With so many stand alone systems that are not integrated to the H.T.E General Ledger and Financial System, many of these revenues are reported as part of the daily cash collections and are not part of an automated system that generates a journal entry for processing in an automated fashion to the H.T.E System. This is the fourth time that this very serious shortcoming in the City's financial system has been brought to the attention of the Board of Mayor and Aldermen. Please take the necessary steps to rectify the situation before it escalates from an "observation" to a "reportable condition" which will take on significant credit rating implications.

Observation Two - The Finance Department agrees with the recommendation, which is a repeat recommendation from previous Management Letters. The Finance Department has recommended the implementation of a centralized accounting / administrative function to address this concern. The recent action by the BMA regarding coordinated purchasing does not properly address this issue.


G

Observation Three - The Finance Department agrees with the recommendation which is also a repeat recommendation from previous Management Letters.

Observation Four - The Finance Department agrees with the recommendation.

Observation Five - The Finance Department agrees with the recommendation. The Internal Auditor should be directed to draft a revised / updated policy for BMA consideration.

Respectfully submitted,


Randy M. Sherman
Finance Officer

Cc: Mayor Frank C. Guinta
McGladrey & Pullen

6

2006 CAFR Management Letter Comments

Observation # 1 (Departmental Cash Receipts): All Airport revenues are non-tax revenues. All information regarding Airport revenues is integrated with the City's HTE system or exported directly into HTE from the Airport's supplemental financial management system (AIMS). Accordingly, Auditor Observation #1 does not apply to the Airport.

Observation # 2 (Segregation of Duties): The Airport has a long-established policy regarding purchase requisitions and the segregation of duties. Purchase requisitions are generated by the requesting individual. Management staff approves requisitions, after which a vendor is selected. Receipt of goods is documented by the receiving individual. The entire chain of purchase and receipt is supported by a complete paper trail. Actual posting to the G/L is accomplished by the accounting staff which does not originate purchase requisitions, but monitors the purchasing process from the moment a purchase requisition is initiated. This assures adequacy of funds to support the requisition. **The Airport does not concur in establishing a City-wide centralized purchasing function, as we believe this would create and unnecessary and burdensome bureaucracy.**

Observation # 3 (Centralized Grant/Program Activity Monitoring): The Airport receives numerous federal grants from the FAA throughout the year. The Airport's Engineering and Planning and Finance and Administration Assistant Airport Directors are charged with monitoring these federal grants and the projects they fund. The Airport has never experienced any problems with its internal monitoring of these activities, and because of its unique relationship with the FAA must continue to exercise this direct interface. **Thus, the Airport objects to any centralization of its FAA grants and program monitoring responsibilities to any non-Airport department.**

Observation # 4 (Test of controls/proper budgetary control procedures). While this comment seemingly applies to another department, the Airport does have a long established policy regarding purchasing and segregation of duties as stated in the above Observation # 2. Additionally, the Airport has a well established \$ amount approval threshold for its various divisions and sections.

Observation #5 (Travel policy and procedures). The Airport does adhere to the City's formal written travel policies, procedures, and documentation requirements.

Airport general observation: The Airport recognizes that the same three Auditor observations (#1, #2, & #3) have been made in past audits and the Airport's comments remain the same. Further, each year the Airport undergoes its own comprehensive audit by McGladrey & Pullen and receives its own audit report and, if appropriate, its own management letter. McGladrey & Pullen has not expressed any concerns regarding the Airport via an Airport management letter in its past five audits. The five general observations in the City's 2006 CAFR management letter have never, generally or specifically, been brought to the Airport's attention during its past discussions and outbriefs with McGladrey & Pullen.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending Sections 33.025 and 33.026 (License Enforcement Inspector) of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

H

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that:

an Administrative Assistant III position (Grade 14) in the City Clerk's office be reclassified to a License Enforcement Inspector; and further that the License Enforcement Inspector Classification formerly used by the City Clerk be updated with a reduction in Salary from Grade 17 to Grade 15; and for such purpose an ordinance has been submitted for referral to the Committee on Bills on Second Reading.

Unanimous vote.

At a meeting of the Board of Mayor and Aldermen
held Feb. 20, 2007 on a motion of Ald. O'Neil
duly seconded by Ald. Pinard the report
of the Committee was accepted and its recommendations
(adopted) (denied)

L. H. Bennett
City Clerk

Respectfully submitted,

[Signature]
Clerk of Committee

H

City of Manchester
New Hampshire

In the year Two Thousand and

Seven

AN ORDINANCE

“Amending Sections 33.025 and 33.026 (License Enforcement Inspector) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify License Enforcement Inspector, Class Code 1180, from Grade 17 to Grade 15 **non-exempt**

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Reclassify class specification, License Enforcement Inspector, Class Code 1180 (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

H

Draft



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	License Enforcement Inspector
Class Code Number	1180-15

General Statement of Duties

Performs inspection, enforcement and administrative support functions in the area of business licensing within the City Clerk's office; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all business licensing standards are adhered to. The work is performed under the supervision and direction of the License Enforcement and Elections Manager Deputy Clerk of Licensing and Enforcement but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business owners and proprietors and the public. The principal duties of this class are performed in both a general office environment and at various inspection sites throughout the City.

Examples of Essential Work (illustrative only)

- Coordinates the application, issuance and enforcement of licensing activities;
- Investigates complaints relative to business licensing regulations, documents evidence found and takes actions under applicable guidelines to resolve the situation as warranted;
- Advises business owners and the public on the operations and interpretation of licensing activities;

H

- Prepares information for and gives testimony in court;
- Places appropriate seals on devices and/or licenses as required;
- Reviews and approves or denies all taxicab license applications;
- Coordinates the set-up of election sites City-wide through ensuring all equipment is in place, securing voting machines and ballots after the election and registering voters as assigned;
- **Performs clerical duties for Enforcement Bureau and other superiors as assigned;**
- **Prepares correspondences, reports, lists and other documents as instructed and requested by designated personnel;**
- **Interprets and applies Departmental or office rules, policies and regulations in accordance with procedures and guidelines;**
- **May be required to transcribe or prepare letters, minutes, reports, statements, memoranda, resolutions, budgets financial and statistical tables;**
- **Prepares special reports as required;**
- **Answers department telephone calls, receives and greets visitors to the Department and provides accurate information to or refers callers and visitors to other appropriate Departments or City personnel;**
- **Listens to and directs comments and complaints from the public relating to enforcement/licensing operations and takes appropriate action to resolve and refer such complaints;**
- Maintains thorough and accurate documentation of inspection activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of current principles and practices associated with business licensing procedures within a municipality;
- Thorough knowledge of modern office procedures;
- Substantial knowledge of elections procedures;
- Ability to performs inspection based on established City criteria for licensing requirements;

H

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- **Thorough knowledge of modern office procedures, practices and equipment;**
- **Thorough knowledge of modern office filing systems and procedures;**
- **Ability to work in a confidential work environment;**
- **Ability to learn City policies and Departmental rules, procedures, practices and objectives;**
- **Ability to prepare and present accurate and reliable reports containing findings and recommendations;**
- **Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City activities or policies;**
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Public Administration, Business Administration or a closely related field; and
- Some experience in related operations **Three years experience in sales, cold calling, inspecting or related type of work experience; or**
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Maintenance of **Must pass exam to attain certification in drug and alcohol testing during probationary period. Must maintain certification for duration of employment as a License Enforcement Inspector.**
- **May be required to work nights and weekends.**

H

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor conditions during on-site inspections;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____

H



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



January 26, 2007

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

On behalf of the City Clerk's Office, I am requesting the reclassification of an Administrative Assistant III position, salary grade 14, to License Enforcement Inspector, salary grade 15. The cost for this reclassification is \$569.10 for the balance of the fiscal year assuming the position is filled on March 19, 2007.

This position reports to the Deputy Clerk Licensing and Facilities. For the past several months, we have been recruiting to fill the Administrative Assistant position. When candidates come for the interview and the actual duties of the position are described to them, they are no longer interested in accepting the position. Therefore, it became evident that the title and description of the position were inconsistent with reality and we determined that it would be appropriate to review the position for the purposes of reclassifying it to reflect the actual duties.

Currently there is a class specification for License Enforcement Inspector. It is set at a salary grade 17. That class specification has not been utilized in several years. Some of the duties that were assigned to that class specification have been assigned to the Deputy Clerk Licensing and Facilities. If you will refer to the attached class specification, you will note that we have underlined the duties that are no long required for a License Enforcement Inspector. We have put new duties in the class specification in bold that reflect what the duties are for this position.

Since higher level duties have been removed from the class specification, the position can no longer support a salary grade 17. Therefore, I am requesting that the proposed class specification for License Enforcement Inspector be approved at a salary grade fifteen (15). I am also requesting that the Administrative Assistant III position be reclassified to the proposed License Enforcement Inspector at salary grade 15.

H

Alderman Ted Gatsas

- 2 -

January 26, 2007

The proposed class specification for the License Enforcement Inspector is attached to this letter for your review and consideration.

Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: City Clerk

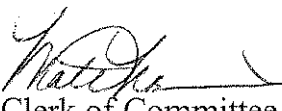
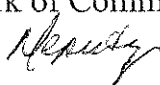
H

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that if it is the Mayor's intent to fill the position of Web Administrator within the Information Systems Department, the position be released so that the department may begin the recruiting process.

(Aldermen Lopez, Smith, Forest and DeVries voted yea; Alderman O'Neil was absent.)

Respectfully submitted,


Clerk of Committee


To the Board of Mayor and Aldermen of the City of Manchester:


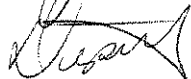
The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request to re-organize the Health Department complement reinstating the Deputy Public Health Director and Public Health Preparedness Administrator positions, eliminating two Public Health Administrator positions, and providing for promotion, hiring and fund movement of other staff be approved, and for such purpose ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Deputy Public Health Director and Public Health Preparedness Administrator) of the Code of Ordinances of the City of Manchester.”

is submitted with the recommendation to refer same to the Committee on Bills on Second Reading for technical review.

(Aldermen Garrity, Pinard and Duval voted in favor. Alderman Gatsas was opposed. Alderman Shea was absent.)

Respectfully submitted,


Clerk of Committee


T

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Deputy Public Health Director & Public Health Preparedness Administrator) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Deputy Public Health Director, Class Code 7107
Establish Public Health Preparedness Administrator, Class Code 7113

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Deputy Public Health Director, Class Code 7107, Grade 25
Establish Public Health Preparedness Administrator, Class Code 7113,
Grade 23

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Deputy Public Health Director, Class Code 7107, Grade 25,
exempt

Establish Public Health Preparedness Administrator, Class Code 7113,
Grade 23, **exempt**

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

T



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Deputy Public Health Director
Class Code Number	7107-25

General Statement of Duties

Coordinates public health policies and procedures within the Health Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide daily management to all operations and activities of the Health Department. The work is performed under the supervision and direction of the Public Health Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Health Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community groups, outside auditors, State and Federal officials and the public. The principal duties of this class are performed in a general office environment.


Examples of Essential Work (illustrative only)

- Plans, develops and coordinates public health policies and procedures;
- Coordinates all aspects of the Public Health Improvement/Community Assessment Division;
- Coordinates all Federal and other grant programs of the Department;
- Confers with Department staff to track implementation of policies and make specific recommendations and suggestions on Division or Departmental operations;

5

- Coordinates various committees relating to community health issues, including the "Healthy Manchester Coordinating Council;
- Develops interventions to meet community needs, including creating evaluation methods to assess progress of interventions;
- Collects and organizes data to identify community health needs;
- Conducts studies and surveys to assess community health needs;
- Organizes community support for public health activities;
- Performs special projects for the Public Health Director as requested;
- Serves as the Public Health Director during an absence;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of current principles and practices involved with public health care delivery;
 - Comprehensive knowledge of existing local, State and Federal programs, funding sources and other resources which may be procured for health care initiatives;
 - Thorough knowledge of disease control programs;
 - Thorough knowledge of preventative initiatives in public health areas;
 - Thorough knowledge of current principles and practices of public administration;
 - Thorough knowledge of budgetary principles within a municipality;
 - Thorough knowledge of public/media relations principles;
 - Ability to provide administrative direction within a municipal Department;
 - Ability to supervise, train, evaluate and lead the work of others;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
 - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- 

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Public Health; and
- Considerable experience in public health programs, including some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: _____ Date: _____

T



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Health Preparedness Administrator
Class Code Number	7113-23

General Statement of Duties

Establish strategic leadership, direction, coordination and assessment of activities pertaining to bio-terrorism, infectious disease outbreaks and other public health threats and emergencies. Plans, directs, coordinates and supervises all environmental activities assigned to the Manchester Health Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure that all environmental health concerns are addressed according to professional standards and that environmental laws are enforced. The work is performed under the supervision and direction of the Public Health Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the classes of Environmental Health Specialist I and II, Public Health Specialist I and II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials, business owners or managers, other City employees and the public.. The principal duties of this class are performed both indoors and outdoors, often in hazardous situations.

Examples of Essential Work (illustrative only)

- Assess public health system capacities by conducting an integrated assessment of public health and legal system capacities;
- Assist in the development of a statewide emergency response plan including mutual aid agreements, and the provision for regular exercises to test response proficiency;


2

- Develop a city/regional plan to respond to acts of bio-terrorism, infectious disease outbreaks and other public health threats and emergencies;
- Coordinate with federal response assets to develop a plan to receive and manage items from the National Pharmaceutical Stockpile;
- Develop a formal system to receive and evaluate urgent disease reports from all parts of the state and city on a 24 hour per day, 7 day per week basis;
- Rapidly and effectively investigate and respond to a potential terrorist event as evidenced by ongoing response to naturally occurring individual cases of urgent public health importance;
- Develop and implement a jurisdiction-wide program to provide rapid and effective laboratory services by assisting the State Public Health Laboratory in improving relationships with clinical laboratories in Manchester and establish operational relationships with the Manchester Fire and Police Departments to provide laboratory support;
- Plan a Health Alert Network that provides a 24/7 flow of critical health information among hospital emergency departments, state and local health departments, City agencies and others;
- Ensure ongoing protection of critical data and secure exchange of information by assessing and developing policies and procedures for protection of critical information and continuity of operations;
- Provide needed health/risk information to the public and key partners during a terrorism event or other public health emergency;
- Deliver appropriate education and training to key public health professionals, infectious disease specialists, emergency department personnel and other health care providers;
- Plans, directs, coordinates and supervises environmental health activities;
- Performs environmental health, industrial hygiene, sanitary, disease control and epidemiological inspections;
- Investigates complaints and inspection problems resolving them via standards, regulations and policies;
- Initiates and reviews inspection reports;
- Initiates enforcement proceedings and testifies at legal proceedings;
- Reviews and authorizes issuance of permits and licenses;
- Reviews and approves complex septic system plans;
- Performs environmental health specialist duties as needed;
- Evaluates and recommends public health standards and legislation;
- Advises governmental, community organizations and individuals on environmental health, technical standards and departmental services;
- Plans and conducts professional level environmental and public health education training programs;
- Performs supervisory and personnel tasks relating to the division;
- Prepares, analyzes, reviews and critiques reports, records, correspondence, statistical data and related records;
- Assumes responsibilities of the Public Health Director as needed;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;



- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
--

- Comprehensive knowledge of the practices, principles and methods of environmental and public health administration;
 - Thorough knowledge of environmental health practices, bioterrorism and industrial hygiene principles;
 - Thorough knowledge of epidemiology, communicable diseases control, and insect vector control practices;
 - Thorough knowledge of applicable Federal, State and Municipal laws and regulations related to environmental and public health;
 - Thorough knowledge of and ability to complete complex septic system design and inspection reviews;
 - Thorough knowledge of hygiene matters and indoor air quality issues;
 - Thorough knowledge of supervisory practices and techniques;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to analyze environmental situations, to interpret findings in relation to public health, and to recommend effective and appropriate measures of control of environmental hazards;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
 - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
 - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 - Some knowledge of labor relations, public relations, and budget activities;
 - Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- 

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Environmental Sciences, Public Health or a closely related field; and
- Considerable experience in public or environmental health work, including some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- New Hampshire Designer of Subsurface Disposal System License;
- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in review a wide variety of material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in have access to various work sites throughout the City.

Approved by: BMA Date: 11/19/02

Date Established: 11/19/02





CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



February 7, 2007

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Health Department Reorganization

Dear Alderman Gatsas and Members of the Committee:

On behalf of Tim Soucy, Public Health Director, I am requesting the reorganization of the Health Department.

Mr. Soucy has written a comprehensive outline of his request. Therefore, I am attaching a copy of that request to this letter which will describe in detail what he is proposing to change at the Health Department.

As you will note on page 3, the savings associated with this reorganization total \$30,534.

The necessary ordinances to establish the two class specifications, Public Health Preparedness Administrator, salary grade 23 and Deputy Public Health Director, salary grade 25, are also attached to this letter.

Your favorable approval of this request to reorganize would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Tim Soucy, Director



CITY OF MANCHESTER

Department of Health

1528 Elm Street
Manchester, NH 03101-2106
Telephone: (603) 624-6466
Administrative & Environmental Health FAX (603) 628-6004
Community Health FAX: (603) 665-6894
School Health FAX: (603) 624-6584
Website: www.ManchesterNH.gov/Health

BOARD OF HEALTH

Carol Bednarowski
Laura Smith Emmick, M.D.
William A. Mehan, DMD, MS
Mary Mongan, R.N.
Kristin H. Schmidt, PA-C

Timothy M. Soucy, REHS, MPH
Public Health Director

Memo to: Virginia Lamberton, Human Resources Director
Frank Guinta, Mayor
Cc: Sean Thomas, Senior Policy Advisor
From: Tim Soucy, MPH, Public Health Director
Date: January 29, 2007
Subject: Health Department Reorganization

TS

JAN 30 2007

As I finish the second month of my tenure as the City's Public Health Director, I want to first let you know how much I appreciate the support and guidance that the Mayor's Office, Human Resources Department, and other Department Heads have provided to me. It has certainly made my transition much easier.

Prior to assuming the duties as the Public Health Director, I began to think about the organizational structure of the Health Department as it currently stands, and contemplated whether this structure was the best for providing public health services as we moved forward. I have since met with all of the Health Department senior management and staff, and have concluded that our current organizational structure does not fit our current and future needs. Thus the need to reorganize the Department has become apparent.

While I recognize the Health Department recently completed a reorganization that eliminated the Deputy Public Health Director's position and created two new Public Health Administrator positions, I am proposing a reorganization that essentially returns to the model with a Deputy Public Health Director.

Specifically, the proposal is as follows:

1. Eliminate two current Public Health Administrator positions (Salary Grade 24).
2. Reinstate Deputy Public Health Director position (Salary Grade 25) and promote current Public Health Administrator (Salary Grade 24) to fill the position.
3. Reinstate Public Health Preparedness Administrator position (Salary Grade 23) and promote current Public Health Specialist II (Salary Grade 19) to fill position.
4. Promote Environmental Health Specialist II (Salary Grade 18) to Public Health Specialist II (Salary Grade 19) to backfill the position.
5. Hire entry level Environmental Health Specialist I (Salary Grade 16) to backfill Environmental Health Specialist II position.
6. Move 50% of Administrative Assistant II from grant funding to City budget.

T

Below is greater detail on the need for the changes, a synopsis of the savings that will result from the reorganization plan as well as the current and proposed organizational charts.

Eliminate two current Public Health Administrator positions. These positions were created during the last reorganization after the retirement of the Deputy Director. The creation of these two positions produced a cost savings of approximately \$30,000 at that time, which enabled the Health Department to meet budget constraints. More importantly, two employees were then provided an opportunity for personal growth and development by assuming the duties of the previous Deputy Director. This model no longer meets the needs of the Department, but did prepare two individuals for expanded leadership roles within the Department.

Reinstate Deputy Public Health Director position and promote current Public Health Administrator. The current model does not clearly provide for a second-in-command at the Health Department. By reinstating the Deputy Director position, the chain of command will be clearly defined in the absence of the Public Health Director. Reinstating the Deputy Director position will not only provide for continuity within the Department, but will enable the Department to expand its community work around such issues as access to care, cardiovascular disease, and oral health. Due to the volume of activities the Department is involved in, there will not be any overlap in duties between the Director and Deputy Director positions.

Reinstate Public Health Preparedness Administrator position and promote current Public Health Specialist II. Prior to the last reorganization, the Public Health Preparedness Administrator oversaw the activities of the Division of Environmental Health and Public Health Preparedness program. Since the promotion of Tim Soucy to Public Health Director, this position remains to be filled. The reinstatement of the Public Health Preparedness Administrator will provide for greater oversight of environmental health programs and improved management of the Department's emergency response activities.

Promote Environmental Health Specialist II to Public Health Specialist II. This action serves two purposes. First it provides a support mechanism to the Public Health Preparedness Administrator by assuming some of the day to day supervision of environmental health field staff. This allows the Public Health Preparedness Administrator to spend more time on emergency planning activities, while giving field staff greater access to a supervisor. This filling of this position will also provide for expanded use of Geographic Information Systems (GIS) support to all Divisions within the Health Department.

Hire entry level Environmental Health Specialist I to backfill Environmental Health Specialist II position. All of the above actions will create the need to hire an entry level Environmental Health Specialist to backfill within the Environmental Health Division.

Move 50% of Administrative Assistant II from grant funding to City budget. During a recent meeting with senior staff at the NH Department of Health & Human Services, we informed that our Public Health Preparedness grant would be cut by 10%-15% during the next fiscal year. By moving this position to the City budget, we will be able to

absorb the State cuts to our funding without sacrificing services, while providing much needed assistance to our Business Service Officer.

Financial Impact of Proposed Reorganization

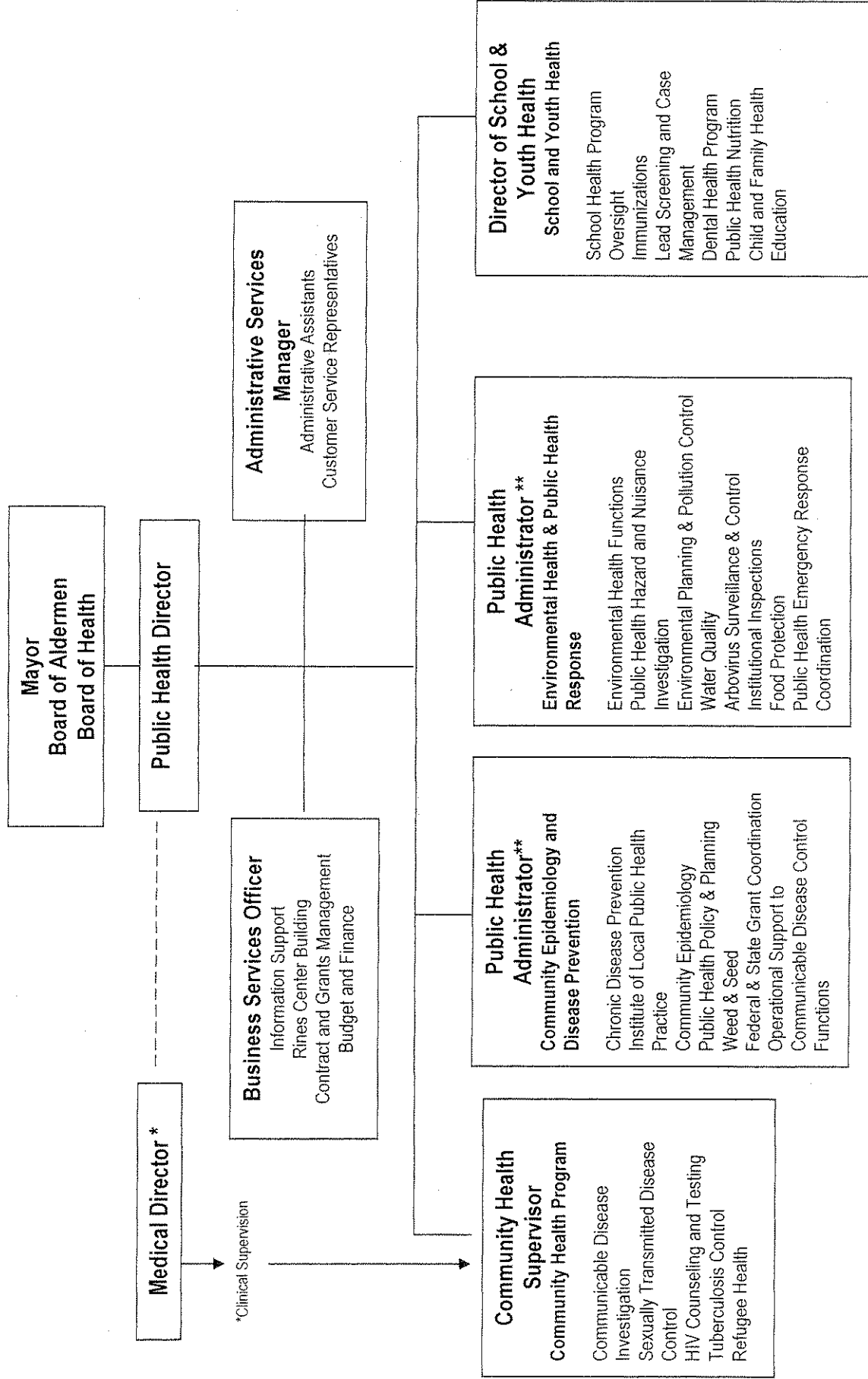
The reorganization as proposed will save over \$30,000 in salaries and benefits during FY 07 and is outlined below.

Action Item	FY 07 Salary Savings (Cost)	FY 07 Benefit Savings (Cost)
Savings from new Public Health Director talking over 12/1/06 -6/30/07	14,593	2,874
Savings from deleting Public Health Administrator position 12/1-06 -6/30/07	41,533	8,179
Savings from deleting Public Health Administrator position 2/1/07 -6/30/07	26,606	5,239
Cost to promote Public Health Administrator to Deputy Public Health Director on 2/1/07-6/30/07	(34,497)	(6,792)
Cost to promote Public Health Specialist II to Public Health Preparedness Administrator 2/1/07-6/30/07	(3,283)	(646)
Cost to promote Environmental Health Specialist II to Public Health Specialist II 2/1/07-6/30/07	(684)	(135)
Cost to hire Environmental Health Specialist I to replace Environmental Health Specialist II 2/1/07-6/30/07	(11,418)	(2,248)
Move 0.5 FTE Administrative Assistant II to General Fund 2/1/07-6/30/07	(7,339)	(1,448)
TOTAL	\$25,511	\$5,023

Summary This proposed reorganization will provide the structure to enable the Health Department to meet its current and future challenges while producing a cost savings in the process. It should also be noted that the Health Department has worked aggressively to meet the costs associated with several severance packages during FY 07 without the need to seek contingency funding. I look forward to discussing the proposed reorganization and answering any questions you may have.

MANCHESTER HEALTH DEPARTMENT

CURRENT ORGANIZATIONAL CHART BY FUNCTIONS



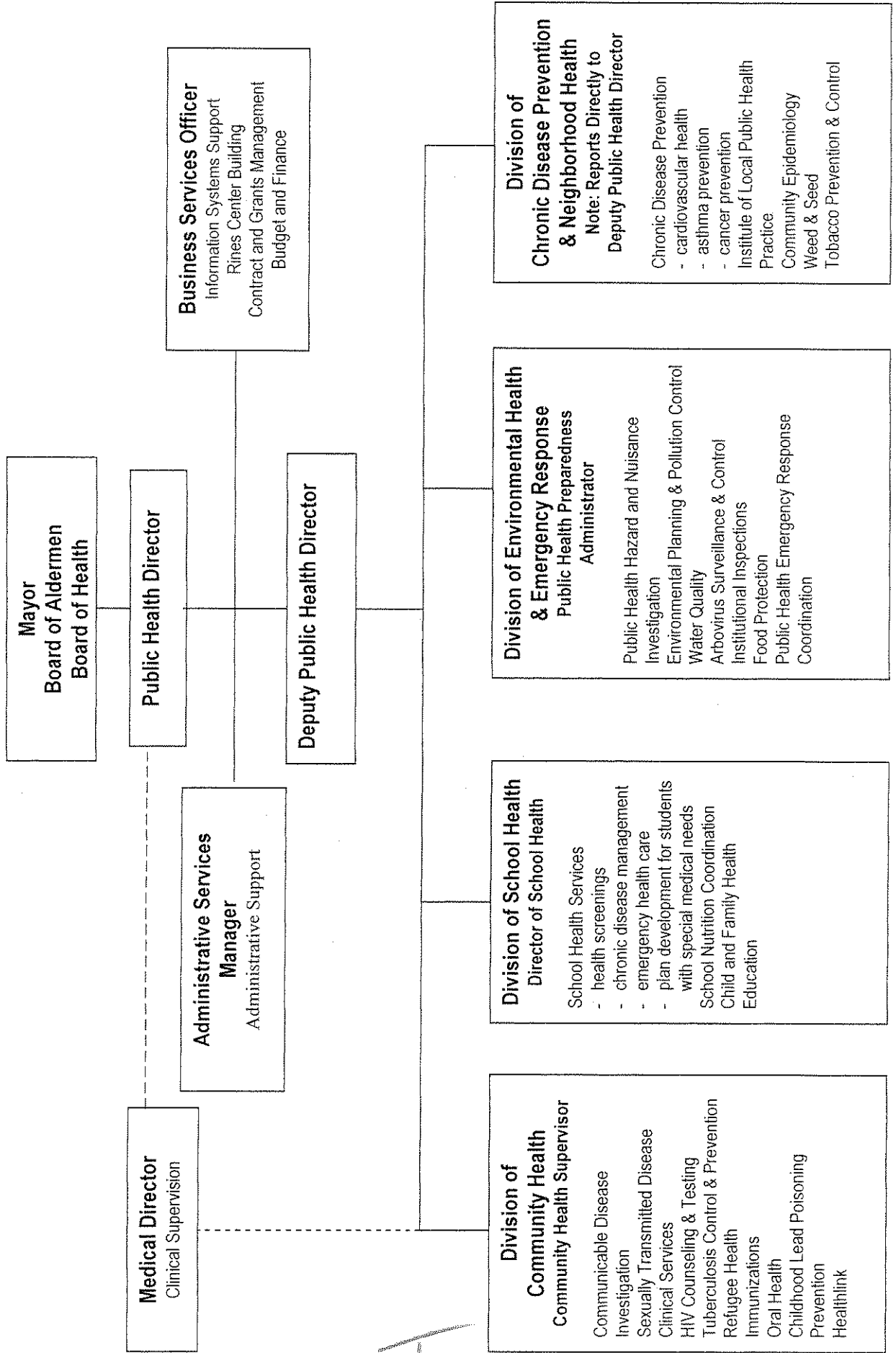
* Public Health Administrator additional responsibilities

Administrative backup to Department Director

Examples: Board of Mayor and Aldermen/City Meetings; Negotiations; Budget (policy decisions when Director absent)

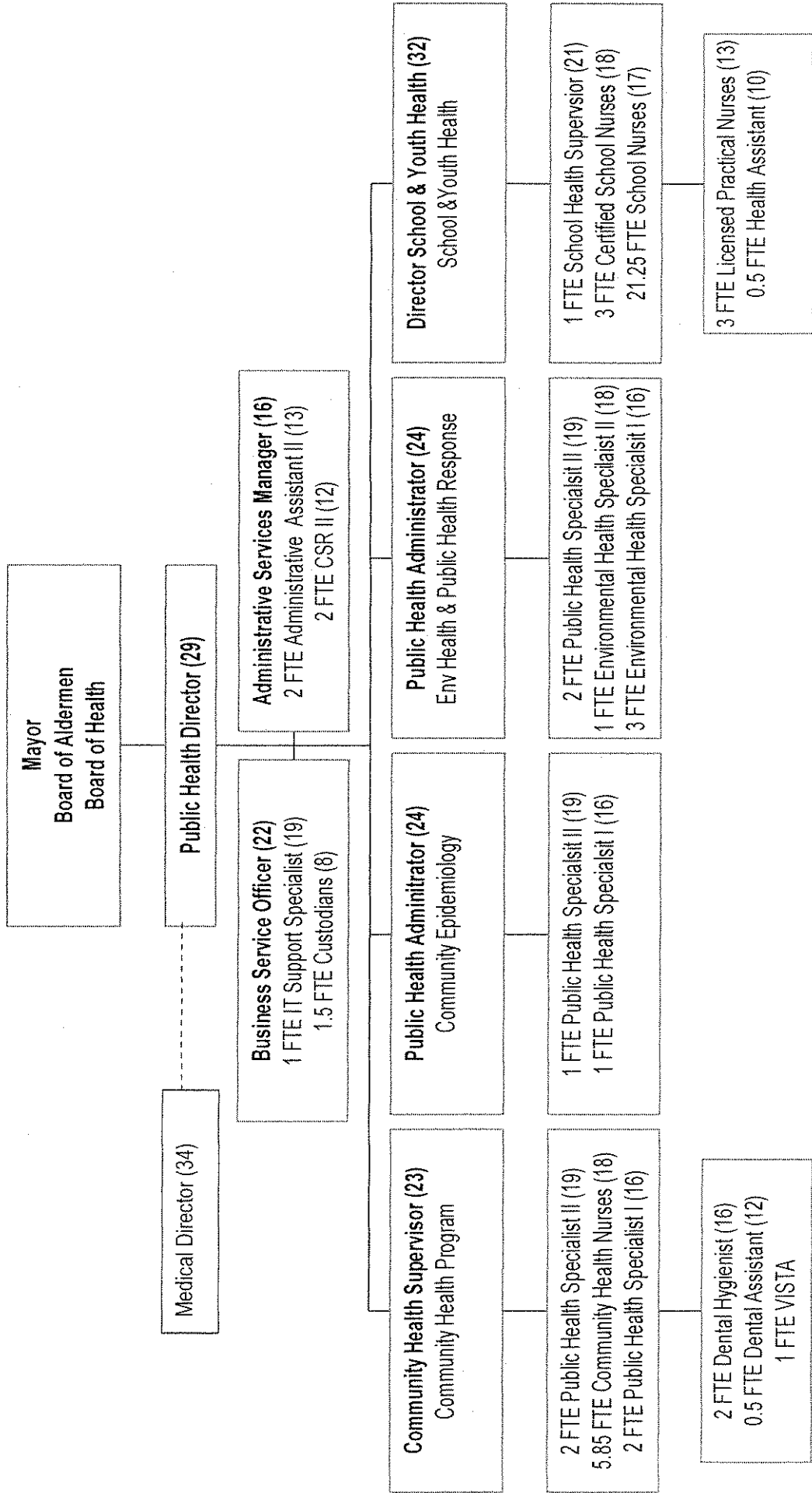
MANCHESTER HEALTH DEPARTMENT

PROPOSED ORGANIZATIONAL CHART BY FUNCTIONS



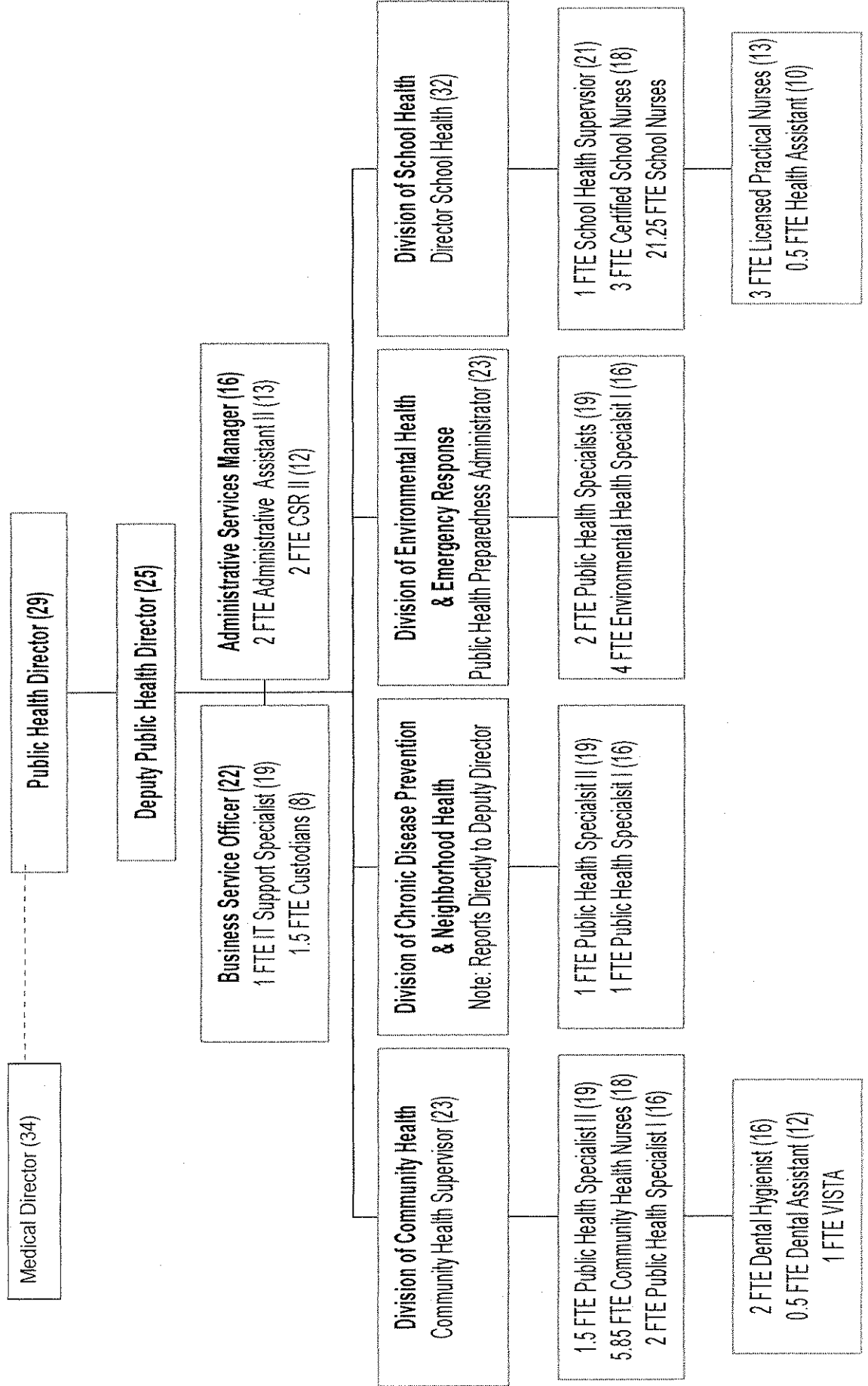
Manchester Health Department

Current Organizational Chart by Staffing



Manchester Health Department

Proposed Organizational Chart by Staffing





To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request for two new Parking Control Officer positions (one full-time and one part-time) in the Parking Division be approved.

(Unanimous vote with exception of Alderman Shea who was absent.)

Respectfully submitted,


Clerk of Committee


K



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



February 27, 2007

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for New Positions

Dear Alderman Gatsas and Members of the Committee:

On behalf of Brandy Stanley, Parking Manager, I am requesting the establishment of two new Parking Control Officer positions.

Specifically, the request is to establish one full time position at salary grade 10, \$23,037. The cost of benefits would be approximately \$8,063 per year. The other position that is being requested would be a part time position at \$11.07 per hour. Part time positions do not receive any health or dental insurance.

Funding for the positions would be from the parking enterprise fund.

If you have any questions regarding this request, please let me know.

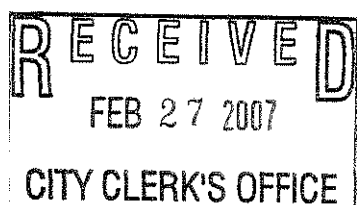
Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Brandy Stanley, Parking Manager



K



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Parking Control Officer
Class Code Number	9160-10

General Statement of Duties

Enforces all parking laws and ordinances within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure adherence to parking laws and ordinances. The work is performed under the supervision and direction of an assigned command officer but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, law enforcement officials from other jurisdictions, business and home owners and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Patrols an assigned area to monitor for parking violations, issue citations and/or warnings as warranted;
- Impounds vehicles parked overtime or illegally parked on City streets or private property;
- Serves as a central information point for citizens, answering questions regarding public parking issues, as well as general information about the City of Manchester;

K

- Completes written reports on vehicle impoundments, stolen vehicles, found property and related information;
- Operates a hand-held ticket processor for issuing parking tickets;
- Enters, maintains and retrieves statistical data on citations, impoundments and habitual scofflaws;
- Reports accidents, abandoned cars, suspicious activity and crimes in progress to Emergency Communications Dispatch;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of all related parking laws within the City of Manchester;
- Substantial knowledge of Police Department activities, purposes and procedures;
- Ability to perform in a courteous and professional manner in all situations, including those in which individuals may be hostile regarding a parking or traffic ordinance;
- Ability to advise and direct Police Officers and other emergency personnel and to quickly disseminate crucial information in a clear, concise and understandable manner;
- Ability to draw out needed information from persons involved in all types of emergency situations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

K

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in legal enforcement operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license;
- Ability to pass a background check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor parking activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a hand-held computerized ticket machine and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

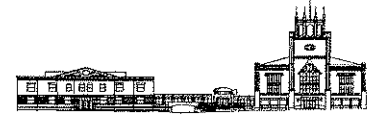
Approved by: _____ Date: _____

K



CITY OF MANCHESTER

PARKING DIVISION



Brandy Stanley
Parking Manager
stanley@manchesternh.gov

Brandy Stanley
Parking Manager
bstanley@manchesternh.gov

February 26, 2007

Ms. Virginia Lamberton
Director, Human Resources
City of Manchester
One City Hall Plaza
Manchester, NH 03103

Re: Parking Control Officer Positions

Dear Virginia:

Per our conversation this morning, this letter will outline the staffing needs of the Parking Division with respect to additional Parking Control Officers. As discussed during last Tuesday's Board of Mayor and Aldermen, we feel that additional PCOs are necessary to properly enforce the city's parking ordinances and change customer behavior. Outlined below are the currently filled positions, authorized but unfilled positions and requested new positions. Attached is an organizational chart showing the additional PCOs

Currently Filled

Laura Bourgeois	Full Time, mobile
Krystina Donati	Full Time
Belinda Scarborough	Full Time
Maureen O'Neil	Part Time

Authorized, Unfilled

Unfilled	Full Time
Unfilled	Full Time

New Positions

New	Full Time
New	Part Time

K

I would like to request that the new positions be authorized and further that all authorized and new positions be advertised and filled as soon as possible at pay grade 10. I look forward to your recommendation, and welcome any questions you may have.

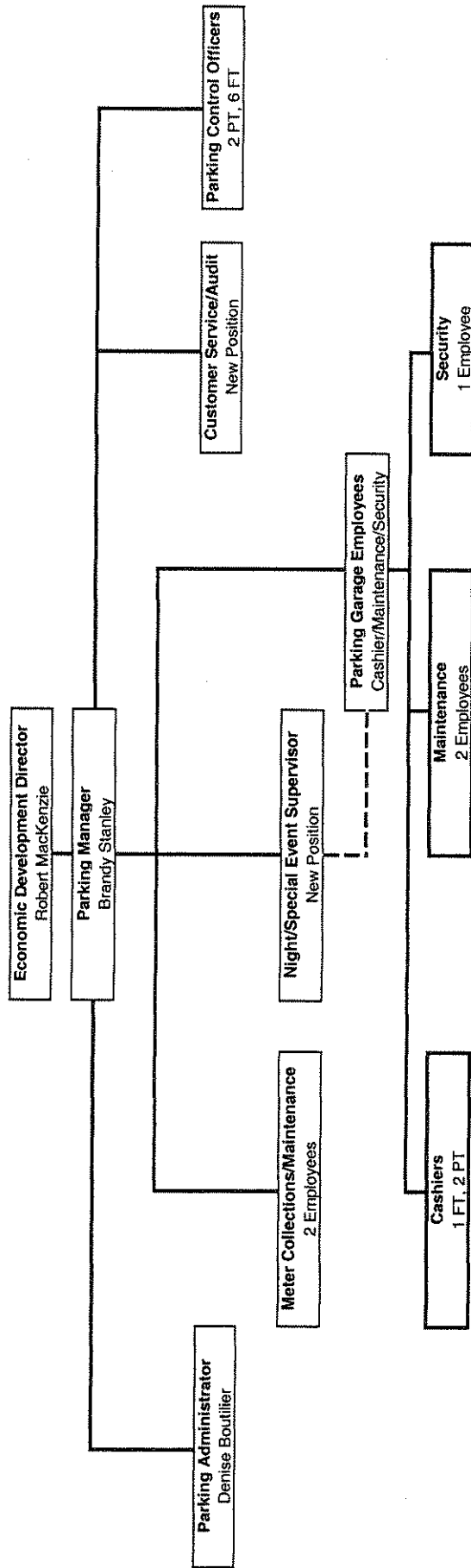
Thank you,

Brandy Stanley
Parking Manager

CC: Robert MacKenzie

K

City of Manchester, Parking Division Organizational Chart



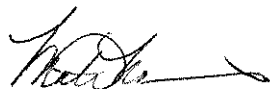
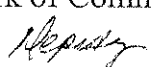
K

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that it has accepted the monthly report for March 2007 as submitted by DMJM, and is forwarding same to the Board for informational purposes.

(School Committee Members Beaudry and Gelinas and Aldermen Thibault Roy and Long voted yea; School Committee Member Herbert was absent.)

Respectfully submitted,


Clerk of Committee


L



Monthly Report – March 2007

City of Manchester
Joint School Building Committee Meeting: March 6, 2007
School Facilities Improvement Project

1.0 Budget:

- Budget overview summary pending

2.0 Schedule:

- Project schedule overview attached.

Activity Summary:

Construction activity continues to be executed primarily on night-shift hours, with the exception of February school vacation week (day shift). Central High School, Memorial High School classroom addition, Southside Middle School and Hillside Middle School classroom additions are all in full use by students and faculty and continue to have ongoing punchlist activities and miscellaneous work (and some rework) performed. Most schools have undergone a majority of the punchlist process with miscellaneous isolated interior spaces and exterior (roof, exterior, etc.) remaining. Contractors continue to work on addressing and closing out miscellaneous punchlist items. The Design-Builder and associated contractors also continue to work on more global Program-Wide items such as HVAC system noise mitigation issues (including sound attenuation installation and duct reconfiguration) and door hardware issues.

3.0 Previous Months' Progress (02 February 07 – 28 February 07):

High Schools

- West High School
 - MEP Work Nearly Complete
 - Exterior Duct Replacement Ongoing
 - Door Hardware Ongoing
 - EBU Installation Ongoing
 - Punchlist
- Memorial High School
 - Interior Renovation MEP Nearly Complete
 - Sound Attenuation Installation Ongoing
 - Ceiling Tile Replacement Complete
 - Punchlist
- Central High School
 - MEP Work Nearly Complete
 - Sound Attenuation Nearly Complete
 - Punchlist

Middle Schools

- Hillside Middle School
 - Final MEP Nearly Complete
 - Sound Attenuation Complete
 - Ceiling Tile Replacement Nearly Complete
 - Punchlist
- Southside Middle School
 - Final MEP Nearly Complete



Manchester Public
School Facilities
Improvement Project

DMJM

Project Office

222 South Jewett Street · Manchester, NH 03103

T 603.644.0410 · F 603.644.0411

- Ceiling Tile Replacement Complete
 - Sound Attenuation Installation Ongoing
 - Punchlist
- Parkside Middle School
 - Punchlist

Elementary Schools

- Hallsville
 - Final MEP Nearly Complete
 - Door Installation Nearly Complete
 - Punchlist
- McDonough Elementary School
 - Sound Attenuation Installation Complete
 - Punchlist
- Bakersville Elementary School, Beech Street Elementary School, Wilson Elementary School, Gossler Park Elementary School, Jewett Street Elementary School, Smyth Road Elementary School, Webster Elementary School, Parker Varney Elementary School, Weston Elementary School, Highland Goffs Falls Elementary School and Green Acres Elementary School
 - Punchlist
- Ongoing Bi-Weekly Project Status Meetings

4.0 Upcoming Activities (01 March 07 – 28 March 07):

High Schools

- West High School
 - MEP Work Completion
 - Door Hardware Nearly Complete
 - EBU Installation Nearly Complete
 - Punchlist
- Memorial High School
 - MEP Interior Renovations Continues
 - Sound Attenuation Installation Continues
 - Punchlist
- Central High School
 - MEP Work Nearing Completion
 - Punchlist

Middle Schools

- Hillside Middle School
 - Final MEP Nearing Completion
 - Ceiling Tile Replacement Completion
 - Punchlist
- Southside Middle School
 - Final MEP Nearing Completion
 - Sound Attenuation Installation Continues
 - Roof Duct Tie-down Work Continues
 - Punchlist
- Parkside Middle School
 - Punchlist



Manchester Public
School Facilities
Improvement Project

DMJM

Project Office

222 South Jewett Street · Manchester, NH 03103

T 603.644.0410 · F 603.644.0411

Elementary Schools

- Hallsville
 - Door Installation Nearing Completion
 - Punchlist
- Beech Street Elementary School, Wilson Elementary School, Bakersville Elementary School, Gossler Park Elementary School, Jewett Street Elementary School, Smyth Road Elementary School, Webster Elementary School, McDonough Elementary School, Parker Varney Elementary School, Weston Elementary School, Highland Goffs Falls Elementary School and Green Acres Elementary School
 - Punchlist

5.0 Critical Issues:

- Punchlisting
- Sound Attenuation Work
- Door Hardware Work

6.0 New Issues:

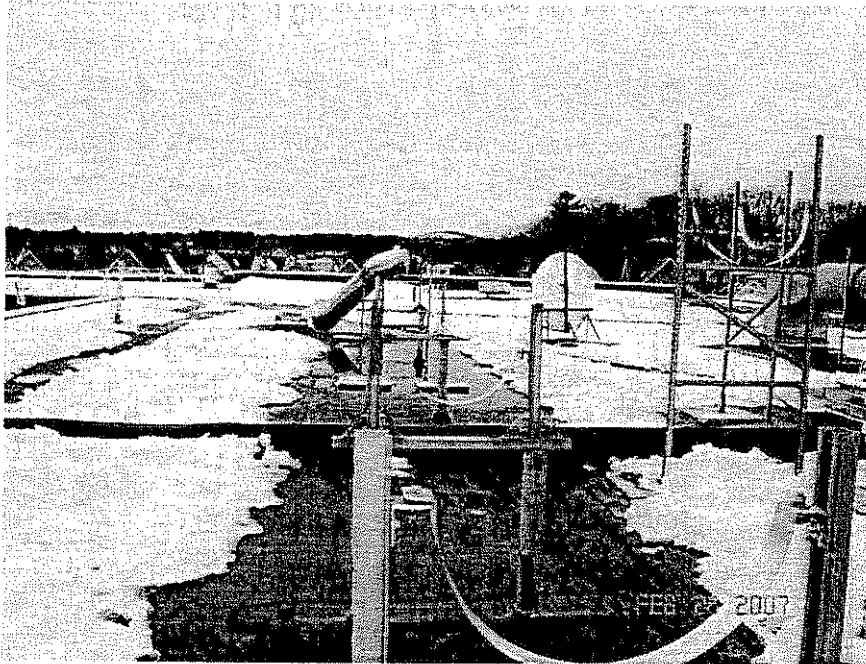
- Program Contingency Status (pending)



7.0 Progress Photos

Late January to Late February

West High School Roof Ductwork Replacement

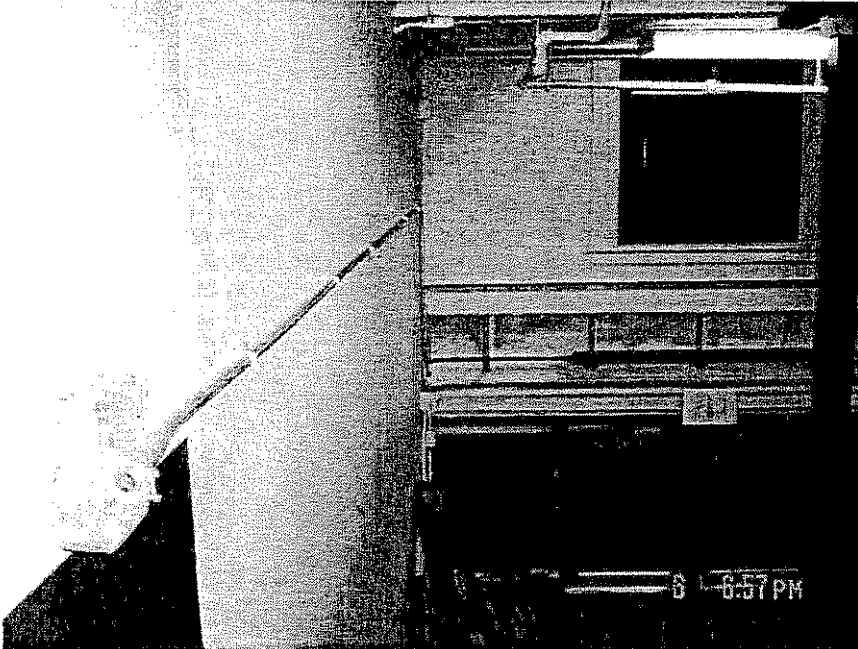


Southside Middle School VCT Floor Reinstallation

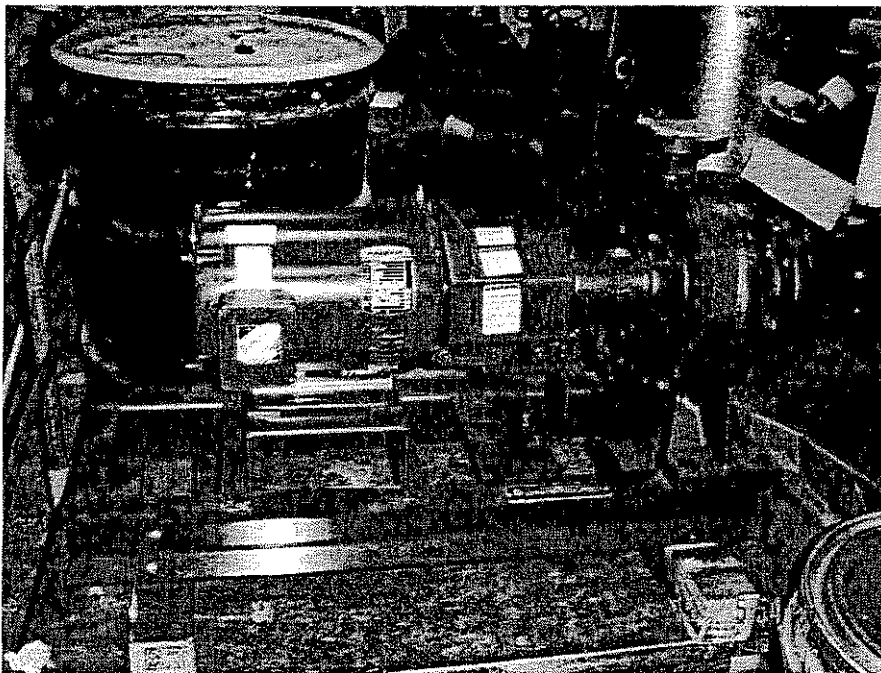


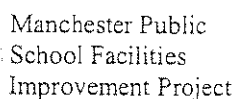


Hallsville Stairwell Thermostat Relocation / MEP Work



Memorial High School New HW Pump





Project Office

222 South Jewett Street · Manchester, NH 03103
T 603.644.0410 · F 603.644.0411

Page 6 of 6

To the Board of Mayor and Aldermen of the City of Manchester:

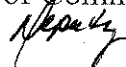
The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that it has reviewed the Solicitor's report on appropriate use of the School Facilities Improvement Project contingency fund for specific projects and authorized the completion of the Beech Street School lighting project; the relocation of Southside Jr. High School hallway lockers; and the painting and drywall projects at the Wilson Street School.

(School Committee Members Beaudry and Gelinas and Aldermen Thibault Roy and Long voted yea; School Committee Member Herbert was absent.)

Respectfully submitted,



Clerk of Committee





**City of Manchester
Office of the City Solicitor**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6523 Fax (603) 624-6528
TTY: 1-800-735-2964
Email: solicitor@ManchesterNH.gov

*March 6, 2007
Committee on Joint School Buildings*

Thomas R. Clark
City Solicitor

Thomas I. Arnold, III
Deputy City Solicitor

Daniel D. Muller, Jr.
Michele A. Battaglia
Gregory T. Muller
Michael A. Beausoleil

March 6, 2007

Committee on Joint School Buildings
c/o Leo Bernier, Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

Re: School Facilities Improvement Project Contingency Fund

Gentlemen:

At its meeting on January 2, 2007 the Committee on Joint School Buildings asked that the City Solicitor's Office and the Finance Officer review the following to determine if the School Facilities Improvement Project contingency fund may be used to pay for the following projects:

- a) Beech Street School lighting project (\$860.00 and \$825.00).
- b) Relocation of Southside Jr. High hallway lockers (\$4,900.00, \$7,900.00 and \$5,400.00).
- c) Demolition of CMU wall to provide new 6' x 7' gymnasium door at Southside, Jr. High.
- d) Painting and drywall project at Wilson Street School (\$1,500.00, \$1,800.00 and \$2,700.00).

At its meeting on February 6, 2007 the Committee requested that the City Solicitor's Office review whether the cost of roof structure repairs at Hallsville School can come from the School Facilities Improvement Project contingency fund.

With respect to the Beech Street School lighting project it is my understanding that existing lighting fixtures were replaced as part of the School Facilities Improvement Project. After the new fixtures were installed the lighting level was not sufficient and that the lighting project is intended to remedy the insufficient lighting. As such the lighting project falls within the School Facilities Improvement Project and contingency funds may be used.

m

With respect to the relocation of Southside Jr. High hallway lockers it is my understanding that with the construction of new classrooms at Southside Jr. High and with the relocation of homerooms that the present location of the hallway lockers is no longer appropriate, convenient or efficient. As the relocation of the hallway lockers is advisable due to the construction of new classrooms and the relocation of homerooms as part of the School Facilities Improvement Project the relocation of the hallway lockers falls within the project and contingency funds may be used.

With respect to demolition of CMW wall to provide new 6' x 7' gymnasium door at Southside Jr. High it is my understanding at the time the concrete masonry wall in question was constructed or modified that an affirmative decision was made not to provide a door. As a concrete masonry wall was constructed without a door in accordance with that decision I do not believe that the installation of a door at this late time would fall within the School Facilities Improvement Project and; consequently, it would not be appropriate to use project contingency funds to install the door at issue.

With respect to the painting and drywall project at Wilson Street School it is my understanding that the painting and drywall project will involve removing and disposing of wood paneling that would not be installed today due to fire issues or requirements. Consequently, the removal of the wood paneling and its replacement with drywall as well as painting the drywall falls within the project and contingency funds may be used.

Finally with respect to roof structure repairs at Hallsville School it is my understanding that the extent of the need for roof structure repairs was discovered when Gilbane inspected the roof structure for the purpose of determining whether the roof would support HVAC units. Consequently, the extent of the required roof structure repairs was an unforeseen and related condition of the building and would fall within the School Facilities Improvement Project and contingency funds may be used.

In closing I would like to stress that I have only sought to determine whether contingency funds may be used for the above projects. I have not sought to determine or advise as to whether the use of contingency funds is wise or advisable. In light of the present status of the School Facilities Improvement Project as well as the ongoing litigation over the project the committee might be well advised to conserve contingency funds.

Very Truly Yours,



Thomas I. Arnold, III
Deputy City Solicitor

TIA/hms


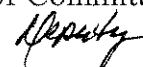
m

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that it has requested that the School Board include the roof repairs to Hallsville School in the School Budget Proposal to be submitted to the Mayor.

(School Committee Members Beaudry and Gelinas and Aldermen Thibault Roy and Long voted yea; School Committee Member Herbert was absent.)

Respectfully submitted,


Clerk of Committee

Deputy

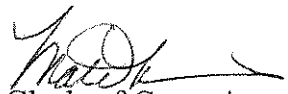
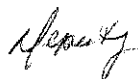
N

To the Board of Mayor and Aldermen of the City of Manchester:

The Special Committee on Solid Waste Activities respectfully advises, after due and careful consideration, that it is opposed to the three current NH House Bills that are recommending a solid waste surcharge to be placed on all material that is either placed in landfills or incinerated within the state and requests that the Board of Mayor and Aldermen forward a letter in opposition to such House Bills to the State Legislature.

(Aldermen Roy, Lopez, and Osborne voted yea; Aldermen O'Neil and Forest were absent.)

Respectfully submitted,


Clerk of Committee



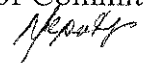
0

To the Board of Mayor and Aldermen of the City of Manchester:

The Special Committee on Solid Waste Activities respectfully requests, after due and careful consideration, that the School Department provide the Committee with an update of the recycling program within the schools as well as a detailed report of all solid waste expenses for the District for presentation at the next committee meeting.

(Aldermen Roy, Lopez, and Osborne voted yea; Aldermen O'Neil and Forest were absent.)

Respectfully submitted,


Clerk of Committee


P



CITY OF MANCHESTER Board of Aldermen



Memo To: Board of Aldermen

From: Alderman Armand Forest

Date: March 13, 2007

Re: MTA Appointment

Please be advised that I wish to nominate Carol Williams to succeed herself to the Manchester Transit Authority, term to expire May 2012 and request the item be placed on the March 13th agenda.

PC: Mayor Quinta

7



City of Manchester

Office of the Mayor
Hon. Frank C. Guinta

Nominated & Confirmed
Items 1 through 8 on 3/6/2007

Nominated Items 9 & 10
on 3/6/2007

March 6, 2007

The Honorable Board of Aldermen
One City Hall Plaza
Manchester, NH 03101

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1) Robert Stephen to succeed himself as a member of the Airport Authority, term to expire March 1, 2010;
- (2) Gary O'Neil to succeed himself as a member of the Airport Authority, term to expire March 1, 2010;
- (3) Ronald Boisvert to succeed himself as a member of the Senior Services Commission, term to expire January, 2010;
- (4) Fernand Gelinas to succeed himself as a member of the Senior Services Commission, term to expire January, 2010;
- (5) Tyler Carlisle to succeed himself as a member of the Building Board of Appeals, term to expire January 1, 2010;
- (6) Richard Roberts to succeed himself as a member of the Building Board of Appeals, term to expire January 1, 2010;
- (7) Stephanie McLaughlin to succeed herself as a member of the Heritage Commission, term to expire January 1, 2010;
- (8) Christopher Newton to succeed himself as a member of the Heritage Commission, term to expire January 1, 2010;
- (9) Mark Hobson to succeed Linda Capuchino as a member of the Personnel Appeals Board, term to expire March, 2010;

8-9-10

- (10) William Bevelaqua to succeed William Trombley (resignation) as an alternate member of the Board of Adjustment, term to expire March, 2010.

I am also nominating pursuant to Section 3.03 of the City Charter Mr. Jay Minkarah as Economic Development Director for the City Manchester. Mr. Minkarah is an extremely well qualified candidate for this job and I believe and hope that you will reach the same conclusion after meeting with him.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of these nominees is appreciated in advance.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank C. Guinta". The signature is stylized with a large, sweeping initial "F" and a long, horizontal stroke at the end.

Frank C. Guinta
Mayor

8-9-10

Legislative Update – March 20, 2007

The following bills are being tracked by the Mayor's Office and city departments as of **Tuesday, March 20, 2007**.

Bills the Mayor's Office SUPPORTS:

HB 340 – restricting sex offenders from residing within a certain distance from schools and child-oriented organizations

SB 176 – relative to lead paint poisoning and establishing a commission to study the current childhood lead poisoning prevention law, policies, and standards. (Wrote letter in support)

Bills the Mayor's Office and Board of Mayor and Aldermen SUPPORT:

SB 35 – making an appropriation for disaster relief assistance in response to the May 2006 floods and establishing a committee to study the distribution of financial disaster assistance (wrote letter in support) **(Passed Senate)**

SB 37 – relative to accidental death benefit payments in the city of Manchester employees' contributory retirement system. **(Passed Senate)**

Bills the Mayor's Office OPPOSES:

HB 92 – decriminalizing marijuana

HB 143 – relative to the apportionment of damages in civil actions **(Passed House) (Also opposed by City Solicitor and Risk Manager)**

HB 201 – relative to recycling and reconstituting the recycling market development steering committee **(Retained in Committee) (Also opposed by Highway)**

HB 376 – distributing certain meals and rooms tax revenues to the fish and game fund **(Killed in House)**

HB 404 – prohibiting state and local law enforcement agencies from enforcing federal immigration laws

HB 503 – relative to establishing a solid waste management fund and assessing a surcharge for the disposal of solid waste **(Retained in Committee) (Also opposed by Highway)**

HB 540 – relative to solid waste reduction, establishing a solid waste disposal fee, and renaming the recycling market development steering committee **(Retained in Committee) (Also opposed by Highway)**

HB 925 – relative to state and local taxes

Bills the Mayor's Office is TRACKING:

HB 89 – establishing a committee to study dispute resolution between local political subdivisions and public employees in New Hampshire **(Passed House w/Amendment) (Note: Amendment essentially guts bill and creates a study committee on dispute resolution)**

HB 311 – establishing a committee to study the feasibility of setting liability limits for commuter rail operations

HB 315 – relative to criminal background checks of municipal employees through the New Hampshire State Police

HB 319 – relative to wetlands mitigation

HB 321 – relative to river protection and restoration

HB 331 – relative to the withholding of building permits in certain cases

HB 341 – establishing a study committee to review current laws and rules enforced by the liquor commission (**Killed in House**)

HB 346 – establishing a defined contribution retirement option in the New Hampshire retirement system

HB 384 – relative to repealing the authority of the department of environmental services regarding sludge and biosolids and establishing a committee to study new sludge legislation

HB 912 – establishing the New Hampshire homestead plan (**Retained in Committee**)

SB 75 – relative to establishing a New Hampshire rail transit authority that will have responsibility for developing and providing commuter rail and related public rail transportation services in New Hampshire

DEPARTMENT HEADS SUPPORT

Assessor's Office

SB 85 – relative to eligibility for the property tax exemption for the disabled (**Committee Report: OTP**)

City Clerk's Office

HB 152 – relative to public access to meeting minutes

SB 54 – allowing municipalities to increase dog licensing fees (if amended) (**Senate Passed w/Amendment**)

SB 118 – increasing fines for certain dog violations (**Senate Passed**)

Economic Development Office

SB 137 – removing the prospective repeal of community reinvestment and opportunity zones (CROP zones) (**Committee Report: OTP**)

Health Department

HB 137 – relative to food safety in restaurants

HB 491 – establishing the public health improvement services council

HB 688 – establishing the council on the relationship between public health and the environment

SB 42 – prohibiting smoking in restaurants, cocktail lounges, and certain enclosed public places (**Senate Passed**)

SB 176 – relative to lead paint poisoning and establishing a commission to study the current childhood lead poisoning prevention law, policies, and standards (Tim Soucy testified)

Housing Department

SB 257 – relative to penalties for life safety code violations under municipal housing standards (Leon LaFreniere testified)

Information Systems

HB 629 – relative to authorizing continued membership in the Manchester employees' contributory retirement system (Jennie Angell testified)

Manchester Water Works

HB 258 – making an appropriation to the department of safety, bureau of emergency management, to fund a grant to the town of Goffstown for installation of sewer and water systems in areas damaged by flooding in May 2006 (**Committee Report: ITL 17-1**)

HB 383 – relative to waterfront buffer and woodland buffer requirements in the comprehensive shoreland protection act

SB 35 – relative to disaster relief assistance in response to May 2006 floods (**Passed Senate**)
(Also supported by Mayor)

Police Department

SB181 – adding a fee to motor vehicle fines for use by municipalities

Senior Services

HB 717 – allowing municipalities to establish local community services and care planning boards

HB 893 – relative to long-term care

Tax Collector's Office

HB 448 – relative to early renewals of vehicle registrations

Welfare Commissioner

HB 267 – relative to certain small loans (Paul Martineau testified)

DEPARTMENT HEADS OPPOSE

City Clerk's Office

HB 141 – giving voters the option of bypassing voting machines

HB 192 – requiring vote counting by election officials at polling places using vote counting machines

HB 243 – relative to a rabies immunization exemption

SB 98 – relative to determining qualifications of voters

Highway Department

HB 123 – relative to the time required between mandatory shifts or other work periods

HB 201 – relative to recycling and reconstituting the recycling market development steering committee (**Retained in Committee**) (**Also opposed by Mayor**)

HB 503 – relative to establishing a solid waste management fund and assessing a surcharge for the disposal of solid waste (**Retained in Committee**) (**Also opposed by Mayor**)

HB 540 – relative to solid waste reduction, establishing a solid waste disposal fee, and renaming the recycling market development steering committee (**Retained in Committee**) (**Also opposed by Mayor**)

Human Resources

SB 183 – requiring health insurance plans for family coverage to extend to dependents through age 25 (Virginia Lamberton will testify)

Risk Manager and City Solicitor

HB 143 – relative to the apportionment of damages in civil actions (**Passed House**) (**Also opposed by Mayor**)

HB 882 – relative to limitations on tort liability of government units

Senior Services

HB 878 – relative to drivers' licenses issued to persons 70 years of age and older and relative to the medical/vision advisory board

Tax Collector

HB 732 – changing the interest rate on late and delinquent property tax payments and subsequent tax payments

HB 803 – relative to the sale of tax-deeded property

DEPARTMENT HEADS TRACKING

Assessor's Office

HB 70 – Including nonresident property owners who are veterans and at least 65 years of age in the persons qualified to receive the veterans property tax credit (**Killed**)

HB 262 – allowing municipalities to exclude certain retirement assets from consideration in qualifying for the elderly property tax exemption (**Committee Report: ITL 15-0**)

SB 96 – extending the veterans' property tax credit to all honorably discharged veterans (**Committee Report: ITL**)

City Clerk's Office

HB 120 – relative to extending polling (**Passed House**)

HB 133 – relative to voter registration forms (**Committee Report: OTP w/amendment 11-4**)

HB 136 – relative to approval of voting machines (**Killed in House**)

HB 196 – relative to changes of party registration on primary day

HB 465 – relative to marking ballots cast at elections

Environmental Protection

HB 384 – relative to repealing the authority of the department of environmental services regarding sludge and biosolids and establishing a committee to study new sludge legislation.

HB 414 – relative to the sale of class A sludge in bulk agricultural fertilizer bags

HB 699 – establishing a commission to study methods and costs of sewage, sludge, and septage disposal

HB 812 – relative to making permanent certain exceptions to limits on land application of septage and sludge

HB 836 – prohibiting wastewater treatment plants from excluding towns for septage treatment and disposal services

Finance

SB 206 – relative to court review of certain planning and zoning decisions (**Committee Report: OTP**)

Fire Department

HB 139 – requiring the reporting of burn injuries

HB 155 – relative to membership of the state building code review board hours (**Passed House w/Amendment**)

Manchester Water Works

HB 76 – creating an environmental policy for NH (**Retained in Committee**)

HB 82 – relative to communications outside meetings under the right-to-know law

HB 152 – relative to public access to meeting minutes.

HB 234 – establishing a committee to study state environmental laboratory fees and services.

HB 252 – relative to exemptions from the permitting process for excavating and dredging

HB 283 – allocating a portion of unrefunded road tolls to the dam maintenance fund

HB 321 – relative to river protection and restoration

HB 354 – establishing a committee to study the feasibility of establishing ecological consumption taxes as a source of revenue for the state machines (**Killed in House**)

HB 356 – relative to requiring a comprehensive impact report before a municipality approves or disapproves a proposed development project.

HB 393 – relative to information filed by utilities paying the utility property tax.

HB 457 – allowing municipalities to restrict lawn watering during declared droughts.

HB 460 – relative to conservation restrictions to protect public water supplies.

HB 565 – prohibiting use of leghold and conibear traps

HB 648 – establishing a commission to develop a comprehensive flood management plan.

HB 663 – relative to the comprehensive shoreland protection act and making an appropriation therefor

HB 664 – relative to annual dam registration and permit application fees.

HB 899 – assessing a fee on water withdrawn for sale or resale from water supply sources in the state. (**Killed in House**)

SB 158 – relative to review of activities affecting surface waters.

SB 198 – requiring milfoil stickers for out-of-state boats

Parking

HB 557 – relative to free parking in designated handicapped zones. (**Committee Report: ITL 14-0**)

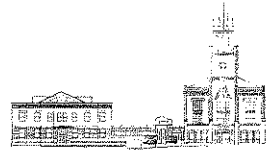
Tax Collector

HB 896 – relative to authority to waive interest on late paid property tax bills



CITY OF MANCHESTER

Board of Aldermen



March 9, 2007

The Honorable Board of Mayor
and Aldermen
One City Hall Plaza
Manchester, NH 03101

Re: Release of Reverter Provision for property located at 132 Titus Avenue

Dear Colleagues:

It has come to my attention via a meeting with Mr. Boynton, President & CEO of Moore Center Services, Inc., this morning that the organization has tentative plans and a potential buyer for the above-listed site.

As you may recall on September 27, 2006 a request was made to the Board for the release of a reverter provision for this property in order for them to move forward with their capital campaign. After presentations to the Committee on Lands and Buildings and also the full Board a vote in "good faith" was to approve the request.

Needless to say I am extremely disappointed in the news I received today. In previous meetings prior to final action being taken by the full Board reassurance was given to me personally that this would not occur. At this time, I wish to inform my fellow Board members that I will strongly be opposing this action by Moore Center Services, Inc.

Enclosed please find documentation relating to this matter. Please feel free to contact me at anytime at 860-8079.

Sincerely

Michael D. Garrity
Alderman – Ward 9

Enclosures

17


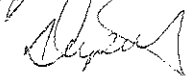
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that a request of Moore Center Services, Inc. to have the City release a reverter provision for property located at 132 Titus Avenue be approved.

The Committee recommends that the City Solicitor be authorized to prepare and review any necessary documents and that the Mayor be authorized to execute same relating to the release of the reverter provision by the City.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee


at a meeting of the Board of Mayor and Aldermen


held Nov 14, 2006 on a motion of Ald. O'Neil

seconded by Ald. DeVries the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~


City Clerk 

 **Moore Center Services, Inc.**
Commitment, compassion, community for a lifetime

132 Titus Avenue
Manchester, NH 03103

603.668.5425

www.moorecenter.org

September 27, 2006

The Honorable Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH 03101

Re: Request for Amendment

Dear Board of Mayor and Aldermen:

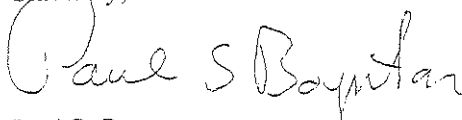
Moore Center Services has been serving the people of Manchester for almost 50 years. For the past 34 years, we have leased the old Highland School on Titus Ave. from the City. In June 2004, the Board of Mayor and Aldermen agreed to sell the property to Moore Center Services for \$1.00, subject to the inclusion of a deed reverter clause. For a variety of reasons, Moore Center Services has not yet taken title to the property.

After being advised by a consultant two years ago to delay our plans for a capital campaign, we are now ready to move forward. During the past two years, Board members and other community leaders have suggested that a reverter clause would limit our ability to raise money. Further, it could jeopardize the sizable investment that we already have in the property if it ever became necessary to move our operations to another location. In fact, we believe that our accumulated investment in the property already exceeds the current value of the land and facility. If we were to invest another \$4M or more into the property without clear title, it is the opinion of almost everyone we speak with that we would be putting our investment at risk.

We truly appreciate the wonderful partnership that we have enjoyed with the City of Manchester. It is our expectation that Moore Center Services will continue to provide support to the citizens of Greater Manchester for many more years as we strive to provide opportunities for all our clients to have a good life.

We hereby request that the Board of Mayor and Aldermen remove the reverter provision in order to allow Moore Center Services to take sole ownership of the property. Thank you for your consideration of our request.

Sincerely,



Paul S. Boynton
President & CEO

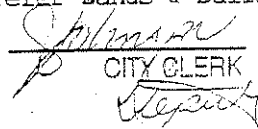
IN BOARD OF MAYOR & ALDERMEN

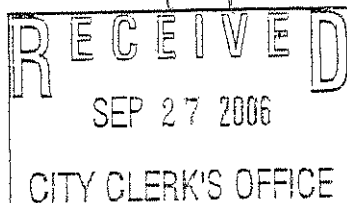
DATE: 10/3/2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Thibault

VOTED TO refer Lands & Buildings


CITY CLERK



A United Way member agency.

to ask the Solicitor if this would then grant the abutter frontage on Bridge Street Extension and possibly Wellington Road if he acquired the state owned property.

Mr. Tellier stated as you can see in the picture before you the large L shaped right-of-way was the information we had. We don't show what is before you on the state produced map. To us it was previously known as a full state right-of-way.

Chairman Thibault asked if he acquired that he would have access to Bridge Street wouldn't he.

Alderman Porter asked Steve are you recommending a price of \$2,000.

Mr. Tellier answered it is a very miniscule amount.

Alderman Porter asked are you recommending a price of \$2,000.

Mr. Tellier answered I would withhold judgement at this point. I need to find out as far as access on to Bridge Street. I think that is a restricted curb cut area because of Wellington Road and the off ramp – that whole area. On certain class roads they have restrictions on the curb cuts and I believe this is one but allow me the opportunity to get that information.

On motion of Alderman Porter, duly seconded by Alderman Osborne it was voted to table this item.

TABLED ITEMS

Assessor Tellier stated I would note that on Item 14 you do have submitted to you, and we did sometime ago on Goffs Falls School, the Moore Center, there was a report before you. From my memory Alderman Porter asked for a write up on it's potential value. Because it's such a unique property, being a former school and so few sales, we utilized the cost approach to determine a value on this building. I would note that the current lease of \$1.00 is existing for some years. It's on the information before you and that the Moore Center Services provides a substantial benefit to the community. They're looking to purchase the building for ownership outright. There's no one here at this time from the Moore Center but they did have a presentation before this committee at a previous time.

On motion of Alderman Roy, duly seconded by Alderman Porter, it was voted to take Item 14 off the table.

Report, if available, from Planning, Assessors, Tax and Solicitor regarding

COMMITTEE ON LANDS AND BUILDINGS

June 17, 2003

6:00 PM

Chairman Thibault called the meeting to order.

The Clerk called the roll.

Present: Aldermen Thibault, Pinard, DeVries, Garrity

Absent: Alderman Gatsas

Messrs: Paul Boynton, Robert MacKenzie, Tom Arnold, Jane Beaulieu,
Alderman Smith, Wesley Stinson, Tom Nichols

Chairman Thibault addressed Item 3 of the agenda:

Communication from Atty. Andrew Manning on behalf of Robert A. Demers requesting that the Board of Mayor and Aldermen rescind, repeal or otherwise amend the condition or restriction requiring consolidation of a parcel of land known as Map 504, Lot 2.

On a motion of Alderman DeVries, duly seconded by Alderman Pinard, it was voted to repeal the requirement for consolidation of a parcel of land known as Map 504, Lot 2.

Alderman DeVries asked that will now go to the full Board July 15th?

Deputy City Clerk Johnson replied yes, we will on July 15th.

Chairman Thibault addressed Item 4 of the agenda:

Communication from Paul Boynton of the Moore Center asking the City to consider transferring the former Highland Goffs Falls School to Moore Center Services, Inc.

On a motion of Alderman Garrity, duly seconded by Alderman DeVries, it was voted to move the item for discussion.

Deputy City Clerk Johnson stated I would just note for the record that the law requires that you get an opinion of value from the Board of Assessors with regards to this. It also requires a report from the Planning Department and a report from the Tax Collector, as part of the law. If you are not going to sell the property by public auction, you have to find just cause and you have to state your reasons why and if you're going to donate a property certainly that would be part and parcel of the same and the Solicitor could perhaps make further comment on that.

Alderman DeVries stated I just wanted to address Alderman Pinard's comments. I do not feel this property is going to fall into the same category of other City owned properties where they still have 19 years on the lease at a dollar a year. I think if they were looking at paying fair market value or whatever on the property, they would probably elect instead to continue their lease for another 19 years. In any case, I would make a motion that we consider donating this property...

Chairman Thibault interjected before we make a motion can I have a chance to speak after everybody has spoken? I'd appreciate that if I could.

Alderman Garrity stated from what the City Clerk just stated, I guess...I mean I would happily second that motion, but I guess the motion is not proper at this time. Is that right Carol? It has to go some channels?

Deputy City Clerk Johnson answered the law requires that you take a certain process. I guess that in that process one of the things that might help in terms of the recommendation that planning might want to put together, and Mr. MacKenzie is here if you want to address it, is that if you're going to put a restriction or anything on the deed in terms of the services to be provided by that property...or from that property, which might then contribute into the just cause category. And perhaps a discussion that you want to hold prior to Mr. MacKenzie submitting to the Board.

Chairman Thibault stated I would just like to say one thing. You know the City has given an awful lot of buildings away in the past, and I know that in some instances we have donated buildings but in fact they at least pay in lieu of taxes, they pay a stipend to the City. I believe that this will probably be something that would be a lot more palatable to the Board then to just to give it outright. Such as NH Planning and many others that I know that pay a stipend to the City which at least tells the City that we're not just giving everything away. Somebody has to commit themselves to a stipend per year. Now if in fact this Committee and the Board of Mayor and Aldermen decide to give you this building, if you could see fit to let's say reimburse the City by a stipend, and maybe Mr. MacKenzie might be able to allude to that a little more than I can. I think that this would be a lot more palatable to the Board. So it's something that you should be thinking of and

been losing out on those potential future revenues that were sold. So I think the two issues are, is there some protection for the City if it is sold that if they turn around in ten years and sell it that there's some protection for the City. And the second is, would they be willing to consider any payment in lieu of taxes.

Chairman Thibault stated well two questions that I think you people should consider and if possible I would like the Committee to consider what Bob has just said, and that we send this to possibly the legal department as well as the Assessors, if I can entertain a motion to that.

Alderman Garrity stated just one more question and I don't have a problem sending it through the proper channels. Bob could we possibly get a list of all the non-profits in the City that give us a payment in lieu of taxes and what that payment is?

Deputy City Clerk Johnson stated the Assessors can provide that.

Alderman Garrity replied maybe that would be helpful.

Chairman Thibault asked does anybody want to make a motion that we send it through the proper channels? Maybe to the legal department as well as the Assessors to evaluate the property and find out where we're at, while these people also look at the suggestions that were brought out here tonight and come up with some kind of a recommendation if any.

Alderman Pinard moved that this item be forwarded to the City Solicitor's office and the Assessors to evaluate the property, look at the suggestions discussed, and possibly bring a recommendation back to the Committee. Alderman DeVries duly seconded the motion.

Alderman DeVries stated I would like to add to that that they also consult with the Planning Department.

Deputy City Clerk Johnson stated Planning has to be part of the legal process.

Chairman Thibault asked you'll take care of that Carol?

Deputy City Clerk Johnson replied yes we will. Might I suggest that Mr. Boynton contact Mr. MacKenzie?

Chairman Thibault called the question and it was approved with a unanimous vote.

therapy, so if the City wanted to make a stipulation as far as greenage as you indicate that they could put some green shrubs around there so you wouldn't even see it.

Chairman Thibault stated I don't know if you have all received the revocable license agreement that this would bear under but I think it's something that could be taken out of there anytime that we wish for whatever reason if somebody complains or has a problem with, so I don't see a problem with it.

Alderman Roy while I support the city doing anything it can to help any homeowner with a medical condition, the plan that we have does not really specify as Alderman Long said, where this would go in comparison to the parking spaces and the unit. I don't have a lot of information to make a decision well on.

Chairman Thibault again suggested Mr. MacKenzie provide the information.

Alderman Roy moved to approve the request subject to receipt of information on the placement to be provided by the full Board meeting. Alderman Long seconded the motion. There being none opposed the motion carried.

5. Communication from Paul Boynton, President & CEO, Moore Center Services, Inc., requesting the removal of a deed reverter clause on the old Highland School on Titus Avenue.

On motion of Alderman Smith, duly seconded by Alderman Roy, was voted to approve the request as submitted. None were recorded in opposition.

6. Communication from Jane Beaulieu relative to the Bass Island property.

Chairman Thibault stated as I understand at this point we still haven't the soil reports from this land and I would caution the committee to move before we have those.

Alderman Smith stated it is in my ward. I spoke with Parks and Recreation, they still haven't taken the environmental studies and I would say we hold off on this.

Alderman Smith moved to table the item. Alderman Long seconded the motion. There being none opposed the motion carried.

[Note: Upon Clerk's review it was discovered that Alfred St. Cyr's term does not expire until December 2004; therefore consistent with law, Mr. St. Cyr will remain in the current position until the December 2004 expiration, at which time the position will be open for nomination.]

Confirmation of the nomination of Karen Roberge to succeed Robert S. Stephen as a member of the Planning Board, term to expire May 1, 2006.

On motion of Alderman Thibault, duly seconded by Alderman Sysyn it was voted to confirm the nomination of Karen Roberge to the Planning Board, term to expire May 1, 2006.

On motion of Alderman Smith, duly seconded by Alderman Osborne it was voted to recess the meeting to allow the Committee on Finance to meet.

Mayor Baines called the meeting back to order.

OTHER BUSINESS

A report of the Committee on Finance was presented recommending that a Resolution:

“Amending the FY2003 and 2004 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Nine Thousand Two Hundred One Dollars and Sixty Three Cents (\$9,201.63) for the 2003 CIP 710803 Chronic Drain Program.”

ought to pass and be enrolled.

On motion of Alderman Garrity, duly seconded by Alderman O'Neil it was voted to accept the report of the Committee on Finance.

Report of Committee on Lands and Buildings recommending that the Board of Mayor and Aldermen find property located at 132 Titus Avenue, so-called the former Highland School and known as Tax Map 554, Lot 16A & 17A surplus to City needs. Said property was acquired by the City by virtue of deed(s), or portions thereof noted as follows:

Addison G. Gray deeded October 31, 1901 and recorded in Hillsborough County Registry of Deeds, Vol. 604, Page 393, November 13, 1901.
With release of right of dower Augusta J. Gray.

Bradley B. Aldrich deeded March 24, 1902 and recorded in Hillsborough County Registry of Deeds, Vol. 609, Page 209, March 25, 1902
With release of right of dower Maria C. Aldrich.

Henry B. Stearns deeded December 9, 1929 and recorded in Hillsborough County Registry of Deeds Vol. 894, Page 160, December 13, 1929.

Albert W. Lacroix deeded December 9, 1929 and recorded in Hillsborough County Registry of Deeds Vol. 893, Page 518, December 13, 1929.
With release of right of dower Annie M. Lacroix.

Julia Bober deeded November 18, 1946 and recorded in Hillsborough County Registry of Deeds Vol. 1122, Page 248, December 5, 1946.

Pauline Pierce Greer, Mary F. Greer, and Benjamin F. Greer deeded December 19, 1959 and recorded in Hillsborough County Registry of Deeds Vol. 1594, Page 273, January 11, 1960.

The Committee recommends that said property be disposed of through sale to Moore Center Services, Inc., subject to review and approval of the City Solicitor.

The Committee notes that it finds just cause to dispose of the property in such manner in that the subject property is presently leased to Moore Center Services, Inc. under a long-term lease which initiated in 1970 and will expire in January 2022, and under such arrangement is serving a public need.
The Board of Assessors has set an opinion of value in the range of \$1,100,000-\$1,200,000.

Deputy Clerk Johnson stated the amount is actually \$1.1 million to \$1.2 million.

Mayor Baines asked are we establishing a price tonight.

Deputy Clerk Johnson stated we need to establish a price and in order to do so the Committee referred it out to the full Board for discussion.

Mayor Baines asked do any members of the Lands and Buildings Committee want to address this.

Deputy Clerk Johnson stated the Moore Center asked for it for \$1.

Mr. Paul Boynton stated I am the CEO of the Moore Center. We are in a long-term lease with the City for the 132 Titus Avenue facility and we are beginning to investigate a feasibility study for capital improvements so we can go through some significant renovations in the building. Our hope was that given that we were in this long-term lease arrangement, which would carry us through I think 2022 that the City would consider essentially giving us the property, which would make it easier for us to conduct a capital fund drive in the community to do renovations.

Alderman Thibault stated I would certainly like this to go to Lands and Buildings.

Mayor Baines responded it has already come out of Lands and Buildings with a report that the Board determine a price. Why don't we let Alderman Garrity speak?

Alderman Garrity asked the Moore Center currently leases that building for how much per year. Is it \$1?

Mr. Boynton answered I think it is \$1 for the full term of the lease.

Alderman Garrity asked so you are leasing it for \$1 per year up until 2022. Is the recommendation of the Lands and Buildings Committee that \$1.1 to \$1.2 million?

Mayor Baines stated the Board of Assessors set a value and it is up to the Board to decide what it wishes to sell it to them for.

Alderman Garrity stated the Moore Center is in Ward 9 and they are good neighbors. We never have problems over there. They provide a good service to the community. The fact that we are leasing it to them for \$1 a year until 2022 and they want to do a capital campaign I would move that we sell it to them for \$1.

Alderman Roy duly seconded the motion.

Alderman Gatsas stated I certainly don't have a problem with the Moore Center but I think that looking at a capital campaign and leaving the lease in at \$1 doesn't give you the control to go out and do a capital campaign and do your improvements and to look at that lease at the end of 2022 for whatever Board is sitting here. I have a problem that we are looking at a situation today that again it is \$1 lease and you are in lieu of taxes I believe. What are you paying in lieu of taxes?

Mr. Boynton responded we are not paying anything in lieu of taxes.

Mayor Baines asked can I just clarify something. Alderman Garrity's motion was to sell it to them for \$1. Is that what you understood?

Alderman Gatsas responded that is what I understood. I am just trying to...

Mayor Baines interjected that is fine. I just wanted to make sure that you understood.

Alderman Gatsas asked so the capital campaign is going to continue and no taxes are going to be paid and I guess at some point...how long a lease was it.

Mr. Boynton answered it began in 1973 I believe and it goes through 2022. There are about 18 more years on the lease.

Solicitor Thomas Clark stated I would recommend that in the event you do sell the property to the Moore Center for substantially less than fair market value that there be a reverter negotiated by our office and placed in the deed in the event that they do dispose of the property so that it comes back to the City.

Mayor Baines stated so it is suggested that part of any sale agreement there be a reverter clause since we are selling it or if we did decide to sell it at that price it would have to come back to the City if they decided that they were going to dispose of that property.

Alderman Garrity stated that would be part of my motion. Alderman Roy stated I will make that part of my second also.

Alderman Thibault stated I would certainly not want to be the one that would go against anyone who is doing great things for the City. The point is that I think the City some day will have to look at the impact that has on the City's tax rate. We give so much away every year that impacts our tax rate. This is something we should look into. I have no problem with this going forward. I just want this Board or any Board to come in the future to understand that there is a point of no return as to what you can give. I believe that if, in fact, this motion is made so that it will in fact revert back to the City if they ever sell this I think that is a good point and I will go along with that but I want this Board or any Board that comes in here in the future to start to realize how much the City is giving. There is a point of no return. I know that you guys provide a great service to this community.

Alderman O'Neil stated I guess my only concern is have we established a precedent with this type of situation. I know that other former school buildings we have sold for full market value. We did Pearl Street and the Maynard School. What are we...we have a history of selling these I believe and I don't know but that is why I might like to suggest that we table this tonight I don't know what kind of precedent we are setting by selling this and this doesn't reflect on the Moore Center at all but selling this for \$1 what does that set us up for in future sales of property. There are many pieces of property that we have sold at full market value that the Housing Authority has been a partner with. They are a non-profit. That would be my only concern. I would like to if we could get a little history of what we have done.

Mayor Baines stated the only thing I would make a comment on and I am going to go back to Alderman Garrity because he started this but they have this for \$1/year until 2022.

Alderman O'Neil responded I understand that.

Mayor Baines stated my follow-up is if we sell it to them that building still would come back to the City under reverter rights if they decide to dispose of the property so in essence the way I understand unless I am hearing it wrong is that it is really almost the same arrangement other than they become the owners of the property. Otherwise we are just going to get \$1/year for the next 18 years.

Solicitor Clark responded right now they have the right to retain their lease until 2022. As a partial answer to Alderman O'Neil's question, the City has in the past on occasion sold a property to a charitable organization serving a public need for less than fair market value – the Visiting Nurse Association across from the old Sully's Market is one such example. There may have been a couple of others. I don't believe that the sale in and of itself for fair market value sets a precedent and prohibits you from doing other things in the future. It doesn't mean you have to do it. I don't think it sets a precedent.

Alderman O'Neil stated no matter what happens tonight can we somehow get somebody from City staff to do some research and show what the history is of how we have handled former school buildings. It may not necessarily be school buildings. It may be other buildings. I just think there has been some inconsistency and I would just like to know that.

Alderman Garrity stated I just want to make that point. For 18 years we are getting \$1/year and I wanted to ask Paul if he could better explain the need for them to own the building. If you decide to sell the building after the capital campaign you can't do that because it will come back to the City as part of the motion. Could you better explain to the Board why you need to own the buildings versus lease the building for your capital campaign?

Mr. Boynton responded we feel that it will be an easier sell to the community from a fundraising standpoint to say that we are renovating a building that we own. It is as simple as that. We believe the capital campaign will more likely be successful if we go raise money to renovate a building that we own as opposed to asking the community to support us to renovate a building that we own as opposed to asking the community to support us to renovate a building that we lease. The end result probably if we do this major renovation now 22 years from now it will probably be time to do another major renovation in the scheme of things.

Alderman Porter stated I believe it was in 1984 there were a number of properties sold through a sealed bid or whatever – Maynard School, Youngsville School, Amoskeag School and the Lake Avenue Fire Station up by the Four Seasons Market on Lake Avenue just to mention four. There were reverter rights to Amoskeag Industries and I believe the reverter rights there was a clause in there and Tom perhaps you can remember better than I but I believe it was 20% of the purchase price went to Amoskeag Industries. I think to allay any fears I would vote for selling it for \$1 to the Moore Center. They have kept it up all of these years and this is, I think, very important for their capital campaign to be the owner rather than the tenant. However, at whatever point in time they do decide to sell the property then I think we could probably look at a revert right in financial terms rather than necessarily getting the building back. I don't know that that would be fair if they put all of the money into it and then they sell it that the property would then necessarily go to the City because Amoskeag Industries did have a reverter clause in their grants to the City that if they were no longer used for the purpose they were granted to the City it would revert to them, however, for a certain financial amount of money they would be able to satisfy that reversion. I would just like to make that as a consideration. I do believe that perhaps this...did you make a motion to table?

Mayor Baines stated there has been no motion to table. We are just continuing discussion right now.

Alderman Porter stated there are a number of ways I think to accomplish the goals of the City and the goals of the Moore Center and I think we will arrive at a good deal.

Alderman Roy stated while I can value the predicament we are in with our budget and the taxes and the taxpayers I would ask the Board to be mindful of two basic things. One, the indication of value of \$1 million to \$1.2 million is not taking into consideration the encumbrances of the lease. This has no value to us as a City. From everything I have seen in the history of the building it would never become a school building again and it never would become anything that we would need to bring back into the City's portfolio of properties so I would definitely like it to continue being in the Moore Center's hands and I do believe it would help their capital campaign. The second part is the fact that the Moore Center fills in a gap that if we, as a City, had to fund or take out of the City coffers would be a far greater impact than anything we could lose by selling this building at less than market value. The 1,100 children and adults, some born with reasons to attend the Moore Center and some that get them over the years...it could be any of us that some day will need the Moore Center and if we as a City fill that gap as we do with many of our non-profits when we don't support them, we would be looking at a far greater impact to the taxpayer than what we will potentially do tonight. I strongly support the Moore Center taking over this building and their capital campaign for \$1.

Mayor Baines stated I just have to say as a neighbor of the Moore Center what tremendous neighbors they are in all the years that they have been there.

Alderman Shea asked what does your capital campaign hope to raise.

Mr. Boynton answered there are several phases. The total of all phases of the renovations that would be required would be around \$6 million.

Alderman Shea stated the only concern I have is that we have so many non-profits in our City. Some contribute in lieu of taxes and some don't. Is there any way that you could contribute just a slight stipend in a gentlemen's agreement that would show the good nature...I mean the City is trying to help you and Alderman Roy obviously explained the value of your particular agency in the City but I think it would be helpful if there could be some arrangement whereby a small token of appreciation could be given back in lieu of taxes sort of. That would be something that possibly you could try to decide in this regard.

Alderman Osborne stated you say there is a 22-year lease. How much of that lease is left?

Mr. Boynton responded there are about 18 years left.

Alderman Osborne stated what I just can't clear my mind with is if you have 18 years left and you say for renovating it that you would like to say you own the building rather than

lease the building why not just renovate it and not say you own or lease it. I can't clear my mind of this one. What is the difference of owning it and leasing it if you are just going to renovate it if you have 18 years left anyway?

Mr. Boynton responded I think in some respects there is not a great deal of difference. It is a question of perception and we have been advised by Carolyn Bentheen who is doing our feasibility study that the perception is less favorable if we say we lease the building and she is quite certain that we will be asked whether we lease or own the building. That will be one of the fundamental questions people would ask as we go out to do a feasibility study.

Alderman Osborne stated I don't know why that would enter into the whole picture at all.

Mayor Baines responded the only thing is he is dealing with Carolyn who really is an expert in helping organizations raise money. She has been helping us with the senior center and I think she has indicated to you that if you are going to go out and ask somebody for \$1 million they are going to say you own the building and that is it. She has advised that that could make a significant difference in the ask I guess.

Alderman Osborne stated rightfully they don't own the building and I don't think anybody would know this that you are talking to. You actually don't own it if it has to revert back to the City if you decide to leave or whatever. It is still not clear to me but that is okay. I know the Moore Center does a great job. I am not against it. That just bogs my mind a little bit as to what is going on here. Whether you lease it or own it you are going to be there 18 years and if you renovate it and you decide you want to purchase it the renovation is there anyway. It just doesn't make sense to me.

Alderman Thibault stated I would just like to reiterate a little bit about what Alderman Porter must said. I certainly agree with Alderman Porter's assessment of the situation here and to the reverter rights that this should come under the City of Manchester as we go along. I certainly agree with Alderman Roy that what the Moore Center does for this City is probably immeasurable and certainly something that we could never afford on our own. I understand that. I think we are looking at the background of this and to what extent the City can extend itself. I believe that the City has done great in this area. How much more can we go? I think that is what I am looking at. I agree. I would have to agree 1,000% in what you guys are trying to do and I certainly have no problem with supporting what you are trying to say but I would have to agree with Alderman Porter that we should make sure that we have the reverter rights there that it comes back to this City if for whatever reason you people want to dispose of this building. I think the City has done too much of that in the past and we have to put some kind of a brake on that.

Alderman O'Neil stated I just wanted to make a statement regarding payment in lieu of taxes. I think sometimes we request non-profits to make payments in lieu of taxes and they don't

really get any services for...they have private garbage pick-up and there is no demand on Police or Fire and they don't send kids to school and there are other non-profits that we don't get any payment from that demand a lot of City services. My guess and this is only a guess is that the Moore Center probably does not demand much from City services. I doubt the Police Department is required to be there very often – an occasional fire alarm maybe and I don't know about garbage pick up but I am not sure that should be an issue. I guess I just wanted to make that statement. When we talk about payment in lieu of taxes we need to take a look at what demand on services the non-profit is putting on City services.

Alderman Lopez stated I think we all understand. Can we move the motion please?

Mayor Baines replied the only thing I would say because this motion does not take into account any language...can you suggest some language for this so we can get the legal work done that is necessary so the Board can pass this one more time.

Solicitor Clark responded it should be subject to their use of the property for the purposes that are presently incorporated and if they wish to change the use of the property itself and dispose of it then it would revert to the City.

Mayor Baines asked and that would be in the language with the understanding of the Board.

Alderman Porter stated I think rather than wing it I would like to refer this back to Lands and Buildings so we can discuss it and Paul if you would like...it is up to the Chairman but perhaps Paul could come and speak again. Then when we bring it to the Board everybody will have an idea of what is happening from the legal reverter and all points of view.

Alderman Osborne duly seconded the motion.

Mayor Baines stated we already have a motion on the floor. You can do what you want with the vote but I think the City Solicitor is more than capable of handling the will of the Board and dealing with that. The only motion I can take for you to deal with this now if you wish would be to table unless the original motion is withdrawn.

Solicitor Clark stated presently there is a motion on the floor. You can either vote that up or down, have it withdrawn or tabled.

Alderman Lopez stated the motion is for the Solicitor to write up what we just talked about so what is Lands and Buildings going to do.

Mayor Baines responded let me do this so nobody will leave mad. I will take a motion to table and if you vote it down the motion will come back up.

Alderman Porter moved to table. Alderman Osborne duly seconded the motion. The motion failed.

Mayor Baines stated the main motion is now back on the floor. I am going to call for a vote.

Alderman O'Neil asked can we get clarification of the motion please.

Solicitor Clark stated the motion is to accept the Committee report to sell the property for \$1 and to include a reverter clause within the deed and authorize the Mayor to execute.

Alderman O'Neil asked regarding that you mentioned something about proper usage and if the usage changes...that is all included in there.

Solicitor Clark answered it will be incorporated into the reverter clause.

Alderman DeVries stated the one part within the reverter clause – Alderman Porter had indicated tying of value – today's value range so I think if we could add the \$1.2 million so that if it is sold for a different use...

Solicitor Clark interjected Alderman Porter talked about the Amoskeag Industries reverters. In actuality the reverters that are in the deeds to the City from Amoskeag Industries are a planned reverter in the event the City no longer uses it for the purpose it was transferred. What Amoskeag Industries does is what the City would normally do. In the event that they do wish to sell that property in the future, they would come to this Board and ask that the reverter be allowed to be bought out and it is negotiated at that point.

Mayor Baines replied and that will be in 2022.

Alderman Porter asked, Tom, is this also included in the Amoskeag part of the parcel that they have a reverter right to.

Solicitor Clark asked is this particular property.

Alderman Porter answered yes.

Solicitor Clark stated it is my understanding that it is not.

Alderman O'Neil asked if the Moore Center decides to change the use they need to come back and get approval from the Board of Mayor and Aldermen for that, correct.

Solicitor Clark answered if they wish to retain the property and not have it revert to the City they would have to come and get the Board's permission – yes.

Alderman O'Neil asked for a change in use or to sell it.

Solicitor Clark answered yes.

Alderman Gatsas stated for clarification because I wanted to make sure because maybe I missed this meeting to but my understanding at the Lands and Buildings meeting was that there was no recommendation to sell it for \$1. It was referred to this full Board.

Mayor Baines responded to decide the price right.

Alderman Gatsas stated I believe the motion that was read was that the Committee recommended sale for \$1.

Solicitor Clark responded I believe that was Alderman Garrity's motion.

Mayor Baines called for a vote on the motion to set the price at \$1, accept the report, add a reverter clause and authorize the Mayor to execute any and all documents required to consummate the conveyance of the property subject to the review and approval of the City Solicitor. The motion carried with Alderman Forest abstaining.

Communication from the Deputy City Clerk requesting the Board direct the Chief of Police or his designee to issue civil forfeitures to each owner of an unlicensed dog via a warrant issued pursuant to RSA 466:14.

Alderman DeVries moved to approve the warrant under the Hand and Seal of the Board of Mayor and Aldermen pursuant to RSA 446:14; and authorize the City Clerk to remove from the warrant listing any dog determined unlicensable at a later date. Alderman Osborne duly seconded the motion. Mayor Baines called for a vote. There being none opposed, the motion carried.

Communication from Deputy City Clerk submitting a proposed change to so-called Alarm Ordinance:

"Amending Chapter 93: Alarms of the Code of Ordinances of the City of Manchester by amending 93.03. Permit Required; Application; Fee. increasing the initial registration and annual renewal fees for intrusion alarms operating in the City of Manchester."

On motion of Alderman Thibault, duly seconded by Alderman Shea it was voted to suspend the rules and place this Ordinance on its final reading by title only without referral to the Committees on Bills on Second Reading or Accounts, Enrollment and Revenue Administration.

17



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: Carol Johnson
Deputy City Clerk

Date: March 13, 2007

Re: Request to set polling hours

I am writing to request that the Board of Mayor and Aldermen set the polling hours for the Special General Election in Ward 2 to be held on Tuesday, May 29, 2007 from 11:00 AM to 7:00 PM.

18



CITY OF MANCHESTER

Department of Health

1528 Elm Street
Manchester, NH 03101 -2106
Telephone: (603) 624-6466
Administrative & Environmental Health FAX (603) 628-6004
Community Health FAX: (603) 665-6894
School Health FAX: (603) 624-6584
Website: www.ManchesterNH.gov/Health

BOARD OF HEALTH

Carol Bednarowski
Laura Smith Emmick, M.D.
William A. Mehan, DMD, MS
Mary Mongan, R.N.
Kristin H. Schmidt, PA-C

Timothy M. Soucy, REHS, MPH
Public Health Director

March 12, 2007

Mayor Frank Guinta and
Members of the Board of Aldermen
City of Manchester
One City Hall Plaza
Manchester NH 03101

Re: Logistics Trailer Agreement

Dear Mayor Guinta and Members of the Board of Aldermen:

For the past year, the Manchester Health Department has been working with the Manchester Fire Department, New Hampshire Department of Safety and New Hampshire Department of Health and Human Services to acquire and stock a logistic trailer. The 26-foot trailer is one of a dozen being placed around the State and will be available to our community during a large scale mass casualty incident or public health emergency.

Attached is the "Logistic Trailer Agreement" for your review and approval. Both Daniel Muller, Esquire, from the City Solicitor's Office, and Harry Ntapalis, Risk Manager have reviewed the Agreement and concur with its terms. Attorney Muller has advised that the Agreement requires approval from the Board of Mayor and Aldermen for execution.

Therefore I am respectfully requesting that the Board of Mayor and Aldermen approve the attached "Logistic Trailer Agreement" so that the City of Manchester may accept delivery of the trailer. Please feel free to contact me should you have any questions.

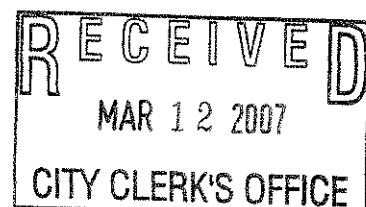
Sincerely,

Timothy M. Soucy, REHS, MPH
Public Health Director

Cc: Daniel Muller, Esquire
Harry Ntapalis, Risk Manager
Joe Kane, Fire Chief

Attachment: Logistics Trailer Agreement (4 pages)

19



Logistics Trailer Agreement

This agreement made this _____ day of _____, 2007, by and between the Commissioner of the Department of Safety, acting in behalf of the State of New Hampshire and Manchester, New Hampshire.

Whereas the Department of Safety wishes to loan a Logistics Trailer, stocked with medical supplies, to Manchester for the purposes of being used for large scale mass casualty incidents, as defined by RSA 153-A:2, XIII, that have overwhelmed the resources of the impacted community and its surrounding mutual aid communities. In consideration of the loan by the State of New Hampshire to Manchester of the following: 26 x 8 Logistics Trailer – VIN# 1WC200R2961114138.

Manchester agrees to the following:

1. The trailer, subject to this agreement, is to be used primarily for mass casualty incidents, as defined by RSA 153-A:2, XIII. Additionally, the trailer can be used for training, demonstrations, exercises and drills, clinic operations or other appropriate emergency operations as deemed necessary and appropriate.
2. Accept the trailer in its existing condition. Manchester shall not paint or remove any State identification markings.
3. When the trailer is used for training, exercises or drills by Manchester, the cost for restocking of supplies shall be the responsibility of Manchester.
4. If a community requests the use of Manchester's trailer for training, exercises or drills, Manchester shall forward that written request, with their concurrence, to the Department of Safety, Homeland Security and Emergency Management for approval. The requesting community shall be responsible for the cost of restocking the trailer as well as all other provisions of this agreement by signing a similar agreement when approval is granted.
5. Indemnify and hold harmless the State of New Hampshire for any and all claims and against any liability for damage to person and property arising out of the use of said trailer by Manchester to the extent of the statutory limitations on liability of the State under RSA 507-B:4. Nothing in this paragraph shall in any way be construed as a waiver of sovereign immunity or any immunity from liability under any statute.

6. Manchester will maintain the trailer in good operating condition, complying with State of New Hampshire motor vehicle laws, rules and regulations regarding motor vehicle inspections and operations. The trailer shall be subject to inspection by the Commissioner, Department of Safety or his agent at any time.
7. Manchester will provide year round inside storage heated to 40 degrees for the trailer.
8. Manchester will insure that the trailer is accessible for deployment 24 hours a day, 7 days a week, 365 days a year.
9. Manchester shall inspect the trailer no less than once a month to insure that the seal is not broken. Manchester shall maintain proper records of its inspection. If the seal is broken other than for deployment, training, exercises or drills, Manchester shall notify the Department of Safety, Homeland Security and Emergency Management upon discovery.
10. Insure for liability, once the trailer is hitched to a motor vehicle, in the amounts of: \$150,000 per person; \$500,000 in any one accident; and \$500,000 property damage. A certificate of insurance or statement of self-insurance shall be sent annually, on the anniversary of the signed agreement, to the Department of Safety, Homeland Security and Emergency Management.
11. If the trailer is destroyed or damaged while in the possession of Manchester, it shall be replaced with any applicable insurance proceeds with an equivalent trailer that shall be the property of the State of New Hampshire. If Manchester is self-insured and no insurance proceeds are available to replace the trailer, Manchester may elect to return the trailer to the Department of Safety, Homeland Security and Emergency Management, in the event the trailer is rendered unfit, through accident or otherwise, or if no longer required by Manchester.
12. Manchester may authorize trailer activation for large scale mass casualty incidents, as defined by RSA 153-A:2, XIII, by a requesting community or bordering state, pursuant to a mutual aid compact. A request for the logistics trailer shall include the following:
 - a. The address/location for delivery of the trailer;
 - b. The time of the event, if different from an immediate response request; and
 - c. The on-site representative's name and phone number(s).

Upon authorization for trailer activation, Manchester shall put the trailer in transit to the requesting community without delay, but no later than one hour after request is made. Only an authorized employee of Manchester shall deliver

the logistics trailer to the requesting community. Notification will be made to the Department of Safety, Homeland Security and Emergency Management of its activation within a reasonable timeframe that does not interfere with its response.

13. When the trailer is no longer required by the requesting community, Manchester shall contact the Department to pick up the trailer.
14. If for any reason Manchester cannot meet the requirements of this agreement or no longer wants the trailer, they will return it to the Department of Safety, Bureau of Emergency Management. Any equipment, over and above replacement equipment, added to the trailer by Manchester may be removed prior to the trailer being turned into the State. Items originally in the trailer when Manchester received it must be returned when the trailer is turned into the State.

The Department of Safety, Homeland Security and Emergency Management (herein after referred to as the "Department") agrees to:

1. Deliver the logistics trailer to Manchester in good operating condition.
2. Register the logistics trailer.
3. Inventory the logistics trailer on an annual basis in July of each year.
4. When Manchester forwards the Department a written request for use of the logistics trailer to another community for training, exercises or drills, the Department will respond in writing to Manchester and the requesting community within two weeks of its decision. When the Department grants authorization for the use of Manchester's trailer for training, exercises or drills, it shall be responsible for delivering Manchester's trailer to the requesting community. The cost for restocking of supplies shall be incorporated into the requesting community's overall budget of the respective training, exercise or drill as they shall be responsible for the expense of restocking the trailer.
5. The Department will pick up the trailer, inventory it, restock it and return it to Manchester when the logistics trailer is deactivated from actual incidents, training, exercises and drills. The Department is responsible for the expense of restocking for actual incidents only.
6. The Department, acting by authority of and on behalf of the State of New Hampshire, is responsible for coordinating all emergency operations within New Hampshire, including the selection and utilization of available resources and organizations capable of rendering assistance. During the time that Manchester is rendering State-requested assistance, the following will apply:

- a. New Hampshire Revised Statutes Annotated (RSA) 21-P:34-51, specifically RSA 21-P:41.
- b. Other statutory immunities or limitations on liability may also apply regardless of whether Manchester is providing State requested assistance or is conducting training, demonstrations or rendering assistance within its area of jurisdiction, including but not limited to RSA 109:6, RSA 153-A:19, RSA 507-B:4.

In witness whereof the parties to this agreement have affixed their signatures.

Mayor/City Manager or
Chairman, Board of Selectmen

Witness

Date

Date

Commissioner, Department of Safety

Witness

Date

Date

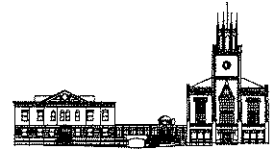
Approved by the NH Attorney General's Office on July 11, 2006



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



March 9, 2007

Mayor Guinta and the Board
Of Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Mayor Guinta and Members of the Board:

Please accept this letter as a formal request to have \$9,000 transferred from the City's contingency fund to Human Resources due to a shortage in the unemployment line item.

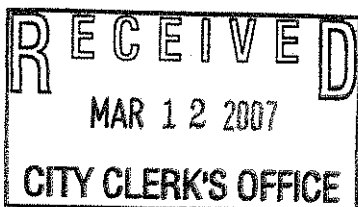
For the past two fiscal years, unemployment awards have exceeded the budgeted amount of \$20,000. Although I watch the claims very carefully and appealed those that I do not feel are warranted, we continue to see the claims escalate.

At this point, we have paid \$16,494 in claims through January 31, 2007. That is an average of \$2,356 per month. We have a balance of \$3,505 left in that account with five more months to go.

Therefore, I am requesting that you authorize a transfer from contingency funds to cover these expenses.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director



20

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

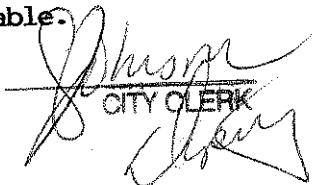
IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

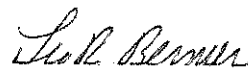
ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.


CITY CLERK

Respectfully submitted,



Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, and 875-16."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (General Industrial/Industrial Park) located on Gold Street including Tax Map 875, Lots 14, 15, and 16, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Gold Street and John E. Devine Drive extended, said point being on the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, approximately 965 ft. to a point;

Thence, southerly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 570 ft. to a point;

Thence, southwesterly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 1,075 ft. to a point;

Thence, northwesterly generally along the centerline of the former Lawrence Branch of the Boston and Maine Railroad, a distance of approximately 1,090 ft. to a point, said point being the zone boundary line of the R-1B (Residential One-Family) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the new zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, after this amendment, a distance of approximately 515 ft. to a point, said point also being the point of beginning.

Said description to include TM 875, Lot 14, Lot 15, and Lot 16 consisting of approximately 19.43 acres of private land, to be rezoned from IND (General Industrial/Industrial Park) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

22

DEVINE
MILLIMET

ATTORNEYS AT LAW

By Hand Delivery

SUSAN V. DUPREY
603.695.8505
SDUPREY@DEVINEMILLIMET.COM

June 19, 2006

Office of the City Clerk
One City Hall
Manchester, NH 03101-2097

RE: GFI Gold Street, LLC - Petition for Rezoning

Dear Sir or Madam:

Enclosed please find a Petition for rezoning parcels Map 875, Lot 15 and Map 875, Lot 16. Also enclosed is our check in the amount \$300.00. Our office represents GFI, which requests this rezoning.

Please feel free to contact me should you have any questions regarding this matter or if additional information is required. Thank you.

Very truly yours,



Susan V. Duprey

SVD:ml

Enclosures

J:\WDOX\DOCS\CLIENTS\16717\76570\M0875840.DOC

July 11, 2006.

In Board of Mayor and Aldermen.

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to refer the petition for rezoning to a Public Hearing on Monday, August 7, 2006 at 6 PM in the Aldermanic Chambers of City Hall and further to authorize execution of agreements enclosed subject to the review and approval of the City Solicitor.



City Clerk

**STATE OF NEW HAMPSHIRE
CITY OF MANCHESTER**

GFI GOLD STREET, LLC

PETITION FOR REZONING

NOW COMES the Petitioner, GFI Gold Street, LLC, by and through its attorneys, Devine, Millimet & Branch, Professional Association, and petitions the Board of Mayor and Aldermen of the City of Manchester, in accordance with Article 16 of the City of Manchester Zoning Ordinance, to change the zone of and amend the Zoning Map regarding 2 parcels of land, one of which is located at 725 Gold Street and the other of which is near Gold Street, County of Hillsborough, City of Manchester and identified as Map 875 Lot 15 and Map 875 Lot 16 in the tax records for the City of Manchester. In support thereof, Petitioner states as follows:

1. GFI Gold Street, LLC is the owner of record of that parcel of land located at 725 Street and identified as Map 875 Lot 15 in the tax records of the City of Manchester (Property 1). Property 1 is approximately 15.178 acres in size and was formerly the site of Associated Grocers which has since relocated. Property 1 is currently zoned Industrial.

2. Ashkars Children's Limited Liability Company and John N. Ashkars own a parcel near Gold Street which has no building situate on it and abuts Property 1 which land is identified as Map 875 Lot 16 in the tax records of the City of Manchester ("Property 2"). Property 2 is approximately 36,864 square feet in size and is also zoned Industrial. Property 2 is subject to a purchase agreement in favor of GFI Gold Street, LLC.

3. The Petitioner, GFI Gold Street, LLC, for itself as owner of Property 1 and as agent for the owners of Property 2, seeks to change the zoning classification of Property 1 and Property 2 from Industrial to B-2 in order to locate a retailer on Property 1 and Property 2.

4. A copy of the tax map showing Property 1 and Property 2 as situated in the Industrial Zone and the zoning designations for the surrounding properties is attached is Exhibit A.

5. It is believed that the change of zone will have little impact on the surrounding area in that much of the surrounding area was either zoned B-2, has been rezoned from

Industrial to B-2 or variances have been granted to allow uses permitted in the B-2 zone. Changing the zone to B-2 will reduce heavy truck traffic in the area as Property 1 is now used as a 24 hour per day trucking terminal. Plans are being prepared to help address and to generally improve conditions on Gold Street.

6. This proposed change will have a substantial positive tax revenue impact for the City of Manchester and will have no effect on the environment as Property 1 is already developed for an industrial use. There will be no impact on municipal services or facilities.

7. The names, addresses, tax map numbers and lot numbers of all abutting property owners and all properties on the opposite side of the street from Property 1 and Property 2 are attached as Exhibit B.

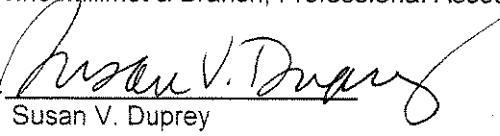
8. A metes and bounds description of Property 1 and Property 2 is attached as Exhibit C.

9. The Petitioner respectfully requests that the Honorable Board of Mayor and Aldermen approve this request to change the zone for Property 1 and Property 2 from Industrial to B-2 and to amend the Zoning Map to reflect this change.

Respectfully submitted,

GFI Gold Street, LLC
By its Attorneys,
Devine Millimet & Branch, Professional Association

By


Susan V. Duprey
111 Amherst Street
Manchester, NH 03101
(603) 695-8505

Dated: June 19, 2006

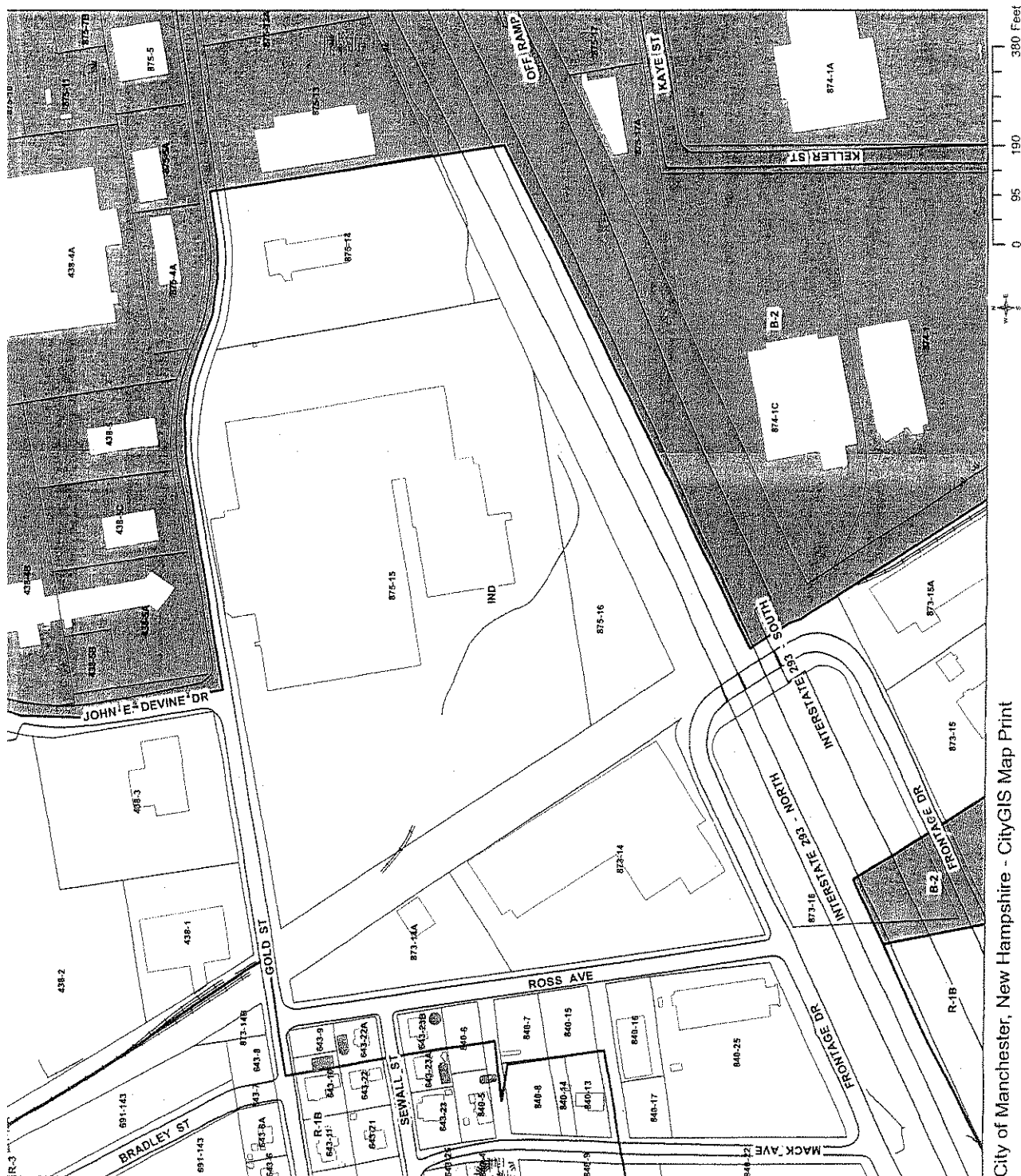
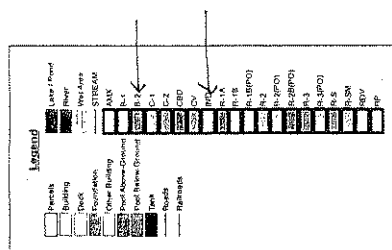
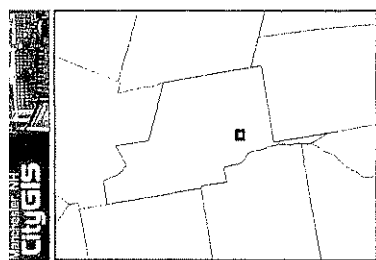


Exhibit C

Legal Description for Lot 875-15, located at 725 Gold Street, Manchester:

A certain tract or parcel of land with the buildings thereon, situate in Manchester, Hillsborough County, State of New Hampshire, being Lot 875-15 on Plan #_____, entitled "ALTA/ACSM Land Title Survey, 725 Gold Street in Manchester, New Hampshire (Hillsborough County), dated December 22, 2005, prepared by BSC Group, more particularly bounded and described as follows:

Beginning at a point on the northeasterly corner of the Lot on the southerly line of Gold Street; thence

1. South 9° 17' 43" East, a distance of 80.15 feet to a concrete bound found; thence
2. South 09° 76' 53" East, a distance of 488.15 feet by the westerly side of Lot 875-14; to a an iron pipe at the southeasterly corner of the lot; thence
3. South 64° 53' 52" West, a distance of 310.73 feet by the northerly line of the Interstate Highway 293 to an iron pipe; thence
4. South 82° 28' 33" West, a distance of 517.33 feet by the northerly line of Lot 875-16 to an iron pipe at the southeasterly corner of the premises; thence
5. North 32° 51' 25" West, a distance of 21.90 feet to an iron pipe; thence
6. North 08° 01' 16" West, a distance of 19.62 feet to an iron pipe; thence
7. North 32° 51' 25" West, a distance of 714.62 feet by the easterly side of the rail road tracks to an iron pipe at the northwest corner of the premises on the southerly line of Gold Street; thence
8. North 80° 33' 28" East, a distance of 305.63 feet by the southerly line of Gold Street to an iron pipe; thence
9. North 80° 16' 28" East, a distance of 586. 18 feet by the southerly line of Gold Street to an iron pipe; thence
10. Curving in a southeasterly direction with a radius of 399.80 feet, along the southerly line of Gold Street, a distance of 230.44 feet to the point of beginning.

Containing 15.178 Acres, more or less.

Legal Description for Lot 875-16, located on Gold Street, Manchester:

A certain Tract or parcel of land, situated in Manchester, bounded and described as follows:

Beginning at a point on the southwest corner of the premises north of the Interstate Highway 293, thence

1. North $32^{\circ} 51' 25''$ West along said Manchester-Lawrence Railroad for a distance of 157.68 feet, more or less to an iron post set at land of Associated Grocers; thence
2. South $82^{\circ} 28'$ East for a distance of 517.33 feet, more or less to the interstate Highway 293; thence
3. South $64^{\circ} 53' 52''$ West for a distance of 471.90, along said Interstate Highway 293 to the point of beginning.

J:\wdox\docs\clients\16717\76570\M0869436.DOC

RECEIVED
MANCHESTER CITY CLERK

Ashkar Children's Trust Limited Liability Company
Mrs. Georgette Ashkar, Managing Member
8180 East Quincy Avenue
Cherry Hills Village, CO 80111
(303) 796-8128

Mr. John Ashkar
29 Fairmount Drive
Danbury, CT 06811
(203) 792-4963
JUN 20 12:21

June 19, 2006

The Board of Mayor and Aldermen
of the City of Manchester
One City Hall
Manchester, NH 03101-2097

Re: Authorization to Pursue Rezoning

To Whom It May Concern:

We, the undersigned, being the owners of the real property sometimes referred to as Map 875, Lot 16, located near Gold Street in Manchester, New Hampshire, hereby grant our authority to GFI Gold Street, LLC, to take any and all actions required or deemed necessary to re-zone the property from "Industrial" to "B 2".

Thank you for your attention to this matter, and if you have any questions please contact our counsel, Susan Perkins of Perkins Ruschena, LLC, at (303) 779-8100.

Sincerely,

Ashkar Children's Trust Limited Liability
Company


By: Georgette Ashkar, Managing Member


By: John Ashkar



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

June 28, 2006

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: *Technical Review, Rezoning Petition – Gold Street*

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the following information is being provided to your office in consideration of a rezoning request filed by the owner of one property and agent for a second property on Gold Street (including two lots: Lot 875-15 and 875-16). The subject parcels are located on the south side of Gold Street east of the former Lawrence Rail Branch. The first property is 15.2 acres currently containing the Associated Grocers Building and the second is .85 acres in size that is vacant. The subject properties are currently zoned *Industrial (IND)*. The applicant is requesting that the zoning district be changed to General Business (*B-2*).

Presently, while the parcels are adjacent to a B-2 on one side, the rezoning action would create one parcel that would be zoned IND and surrounded by B-2. As this could be considered spot zoning, we would recommend that the parcel at 835 Gold Street (Lot 875-14; 3.42 acres) also be considered by the Board for rezoning from IND to B-2. In the 1993 Master Plan for the City of Manchester, this area was identified as Industrial land use although the plan also recognized that extension of the business zone into areas of industrial zone was likely and that certain precautions should be taken. The key precaution from the Master Plan as it relates to this rezoning request states "...the proposed district should be evaluated to insure that possible projects will not encourage additional traffic impacts upon residential areas..." The applicants, working with the City, have devised a traffic calming plan to mitigate impacts on Gold Street and Sewall Street which may be considered by the Board of Mayor and Aldermen.

From a technical perspective, the petition may be forwarded to the Board of Mayor and Aldermen for consideration. Consistent with the policy for rezoning petitions, the planning staff is providing a copy of the petition to the Planning Board, the Building Department and the Office of the City Solicitor for comment.

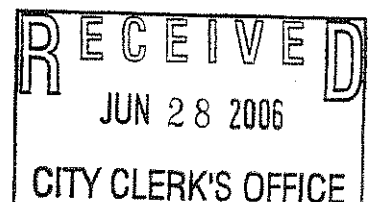
I will be available for any questions that the Board may have.

Sincerely,



Robert S. MacKenzie, AICP
Planning Director

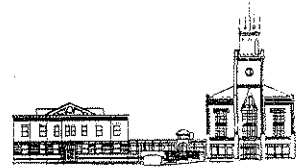
C: Planning Board
Office of the City Solicitor
Building Department
Economic Development Office
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov





CITY OF MANCHESTER

Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Gold Street

Honorable Board Members:

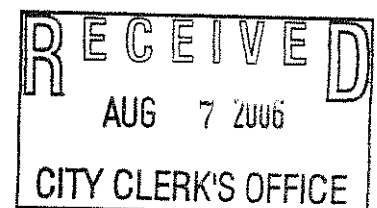
This to recommend the extension of the B-2 Zoning District to encompass the former Associated Grocer's Site, 725 Gold Street and an adjacent parcel. The proposed redevelopment of the Associated Grocers site into a new Home Depot store is projected to cost over \$21,000,000 and generate \$193,000 in new property tax revenue to the City annually. In addition the project will allow Home Depot to expand in the City of Manchester, rather than relocating out-of-town. The existing space leased by Home Depot is in great demand by quality national retailers and will be redeveloped in short order.

In addition GFI/Home Depot development venture is contributing \$4,000,000 to the Gold Street Improvement Project. This project will widen and/or bypass narrow portions of Gold Street and improve and signalize neighborhood street intersections resulting in improved traffic flow, increased safety, curbside visitor parking, sidewalks and landscaping. This improvement to Gold Street will enable the City to entertain additional retail zoning requests near the Associated Grocer/Home Depot site which could generate significant additional investment and new property tax revenue while reducing industrial traffic truck traffic in the area. Based on acreage and lot coverage projections, the City could realize as much as \$184,000 in additional new property tax revenue from future adjacent retail development. In addition, the City could negotiate to recover a portion of the City's Gold Street improvement costs from future developers.

The Gold Street site is adjacent to the growing and successful South Willow Street retail district in close proximity to residential neighborhoods. Industrial truck traffic is incompatible with consumer and neighborhood traffic automobile. In my recommendation that the highest and best use of this site is retail, not industrial.

Sincerely,


Paul J. Borek
Economic Development Director



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

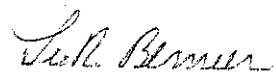
DATE: September 5, 2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.

Respectfully submitted,



Clerk of Committee



CITY CLERK

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery and being more particularly bounded and described as follows:

Beginning at a point at the centerline of Bradley Street at a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1), said point being on the zone boundary line of the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment;

Thence, westerly across the Right of Way of Bradley Street and continuing along the northerly boundary of said property of the Diocese of Manchester TM 691-143-1, said line also being the zone boundary line between the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment, approximately 1206 ft. to a point;

Said point being the end of the northerly boundary of the Diocese of Manchester TM 691-143-1, and at the intersection with the following properties: TM 691-143, TM 691-135, TM 691-136 and TM 691-15A;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 285.94 ft. to a point;

Thence, easterly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 295.71 ft. to a point;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of approximately 130 ft. to a point, said point being on the edge of the proposed Right of Way of the Gold Street Bypass;

Thence, easterly across the Right of Way of the Gold Street Bypass to the centerline of said Bypass a distance of approximately 30 feet to a point;

23

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Thence, northeasterly and easterly along the centerline of the Right of Way of the Gold Street Bypass as extended to the centerline of Bradley Street a distance of approximately 1,017 feet to a point;

Thence northerly along the centerline of Bradley Street to a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (TM 691-143-1) a distance of approximately 324 feet to a point, said point also being the point of beginning.

Said description meaning to include a portion of property of the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1) consisting of approximately 8.1 acres of private land, to be rezoned from the R-1B (Single-family) zoning district to the R-3 (Urban Multi-family) zoning district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

July 20, 2006

Honorable Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Rezoning of Diocese Property behind Gold Street

Honorable Board Members:

This is to submit a request for rezoning for a portion of the Diocese Property adjacent to the proposed Gold Street Bypass from a single-family district (R-1B) to a multi-family district (R-3). The agreement that the Board recently acted upon called upon the City to initiate this rezoning. The Diocese has offered to donate the land necessary to create the new Gold Street Bypass as part of an overall plan to mitigate traffic in the area.

As this rezoning and the subsequent dedication of street area is necessary to complete the traffic improvements, it may be appropriate for the Board to time the final action on the rezoning of the Associated Grocers site with the rezoning of the Diocese property to insure that the creation of the Bypass is feasible.

From a technical standpoint, the Diocese rezoning is an extension of an existing multi-family zoning district and there are no other specific issues to preclude the rezoning to proceed to public hearing.

If you have any questions, I will be available at your next meeting.

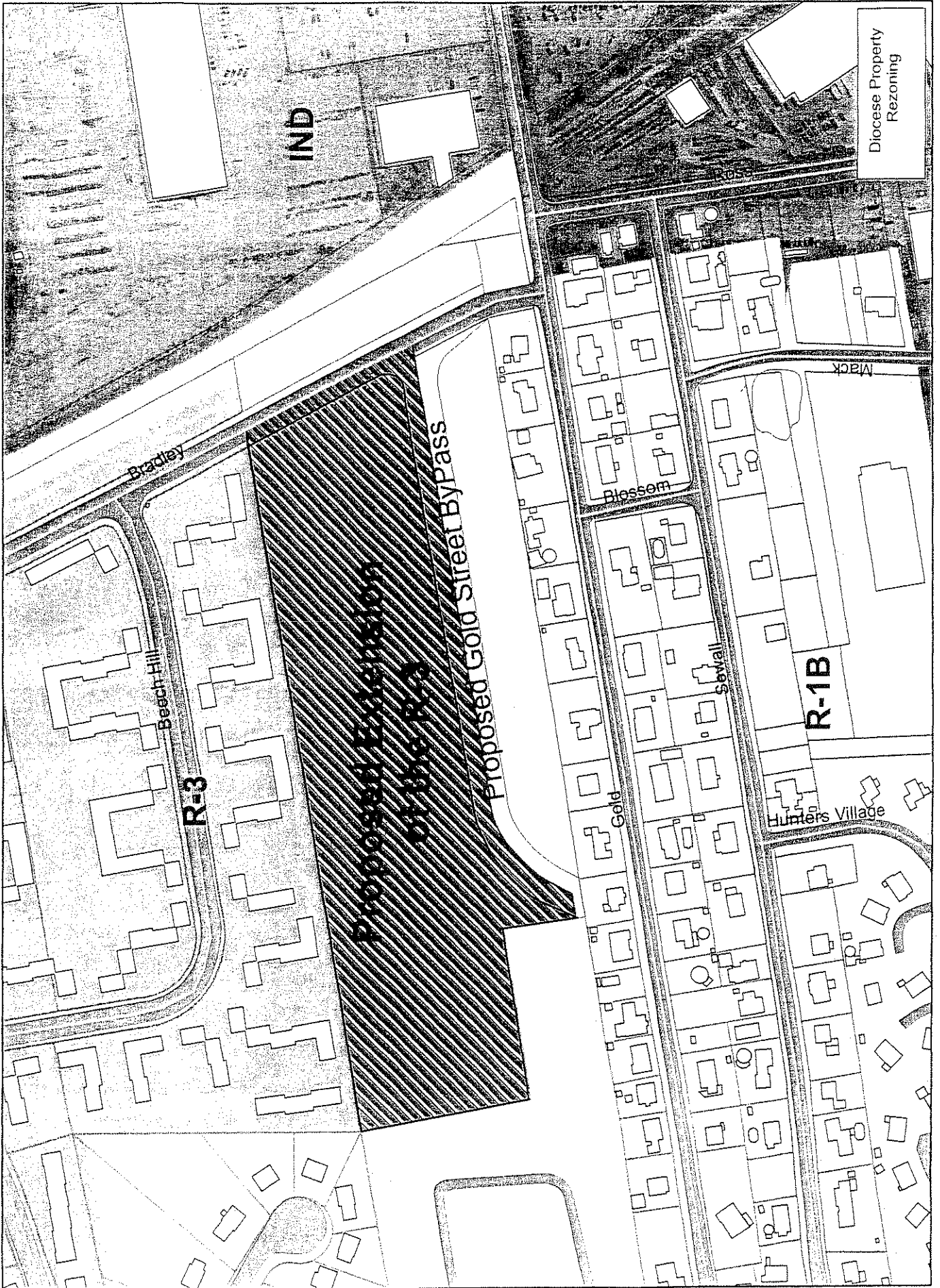
Sincerely,

Robert S. MacKenzie, AICP
Director of Planning & Community Development

C: Planning Board
Building Department
Brad Cook
Tom Arnold
Paul Borek

23

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov





CITY OF MANCHESTER

Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Diocese Property Behind Gold Street

Honorable Board Members:

This is to recommend that the R-3 Zoning be extended south to encompass a 9-acre parcel created by the Manchester Diocese donation of right-of-way for the proposed Gold Street Bypass. The remaining Diocese property, between the new Gold Street Bypass and existing single family homes will retain single family zoning allowing for a compatible buffer between existing homes and the proposed Bypass.

By donating the requested right-of-way, the Manchester Diocese enabled the City of Manchester, with the generous assistance of Home Depot, to solve a decades old traffic problem in the Gold Street neighborhood. Without the Diocese donation of right-of-way, further redevelopment of the Gold Street would be prohibited. Doing so allows Home Depot to expand, create new property tax revenue and allows other retailers to expand in or relocate to adjacent parcels the City of Manchester.

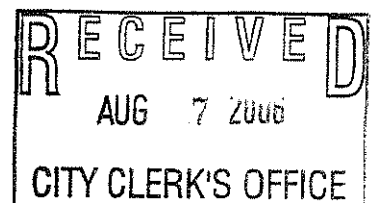
The Global Economic Development Strategy prepared by AngelouEconomics recommends that the City of Manchester “promote diverse housing that is affordable for local workers”, noting the following excerpt from the National League of Cities (<http://www.nlc.org>):

Local governments are responsible to their residents for maintaining communities where their people can live, work, enjoy recreational activities, and access services. Affordable housing, comprehensive community development, and well-planned and coordinated land use foster communities that are vibrant, diverse and sustainable. Further, these are critical components to the economic vitality of communities and local economic regions for creating jobs and increasing municipal tax base.

While this parcel is being considered for market rate development, Manchester’s growing employee base in The Millyard, Downtown and throughout the City includes skilled technology and financial service professionals who need housing appropriate to their desires, lifestyle and budgets. New Hampshire business leaders and demographic experts have articulated concerns about maintaining sufficient housing availability for the demand of a growing business economy. The requested rezoning helps to address the need for housing to accommodate the growing Manchester employment base. For these reasons, your approval of this request is recommended.

Sincerely,

Paul J. Borek
Economic Development Director



One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308
E-mail: econdev@ci.manchester.nh.us www.ci.manchester.nh.us

23